



DEPARTMENT OF THE NAVY  
OFFICE OF THE CHIEF OF NAVAL OPERATIONS  
WASHINGTON, DC 20350-2000

IN REPLY REFER TO  
OPNAVINST 12308.2  
OP-14/30LR  
5 SEP 1989

OPNAV INSTRUCTION 12308.2

From: Chief of Naval Operations

Subj: NAVY CENTRALIZED COOPERATIVE EDUCATION PROGRAM (CCEP)

Ref: (a) FPM Chapter 308  
(b) FPM Chapter 410

Encl: (1) CCEP Handbook

1. Purpose. To outline the policy and set the procedures for the operation of the Navy CCEP and to provide guidance for locally managed Cooperative Education (Co-op) programs.

2. Objectives

a. The Program objectives are to:

(1) assist in meeting a portion of the intake requirements for junior professionals in mathematics, engineering, computer science, the physical sciences, nursing, and medical and health sciences occupational fields.

(2) promote affirmative action and Federal Equal Opportunity Recruiting Program (FEORP) objectives.

(3) encourage minority group members, women, and handicapped individuals to pursue mathematics, engineering, computer science, the physical sciences, nursing, or medical and health sciences careers within the Department of the Navy (DON).

3. Policy. FEORP objectives are and will continue to be a matter of concern to the Navy. CCEP is a means for meeting FEORP objectives.

4. Actions

a. The CCEP provides funding and guidance to local activities for the administration of the program. Questions regarding program implementation and operation and funding shall be directed to the CCEP Program Manager for interpretation and resolution. The CCEP Handbook with samples of procedural guidance is provided at enclosure (1). The Program Manager will ensure changes to enclosure (1) are provided to local activity program officials. Activities will exercise prudent and equitable judgment in allocation and use

0579LD0547360



SEP 5 1989

of funds, but will in no instance exceed the limits defined in paragraph 5. The CCEP Program Manager is the final deciding official on matters regarding CCEP funding.

b. All new forms developed for use in this program by activities must be assigned form numbers. Sample existing formats are provided at enclosure (1).

c. Issuances concerning CCEP shall reflect the goals and aims of the CCEP and may be reviewed by the CCEP Program Manager.

## 5. Responsibility

a. The CCEP Program Manager is responsible for providing to local activities interpretation and clarification of CCEP concepts, practices, instructions and regulations governing CCEP administration and funding.

b. Local activities participating in the CCEP are responsible for the following:

(1) promote, implement and administer the CCEP in accordance with CCEP guidance.

(2) designate a CCEP Coordinator to work in concert with the CCEP Program Manager.

(3) ensure appointees meet eligibility criteria.

## 6. Funding

a. Payment of student expenses must be made following references (a) and (b), and enclosure (1).

b. Activities will make every effort to satisfy cooperative education program (Co-op) input needs by utilizing state, and/or other low tuition schools.

c. CCEP will fund:

(1) tuition - 100 percent of the student's tuition (minus grants or scholarships already applied to the student's account) for a maximum of 8 academic semesters or 16 quarters for actual time in school.

(2) fees - all fees required for the student to matriculate and charged to all students.

(3) tutoring - as required for the student to bring failing

SEP 5 1989

grades to a satisfactory level, not to exceed \$125.00 per semester or \$95.00 per quarter.

(4) textbooks - up to \$250.00 per semester/\$167 per quarter for required textbooks only.

(5) travel - between the school and work sites to perform academic/work phases (following the Joint Travel Regulations(JTR)).

d. CCEP will not fund:

(1) tuition - for extra courses, taken for the student's benefit or convenience and which are not required to satisfy degree requirements.

(2) supplies or equipment - (i.e., classroom supplies, computer equipment, calculators, etc.) that are or will become the student's personal property.

(3) books - that are recommended or suggested reading.

(4) travel - between school/work that is not part of the scheduled work/study agreement (i.e., breaks or vacation periods.)

(5) fees - specifically for parking, associations, health insurance, activities, breakage, or nonspecific elective courses.

(6) charges - for housing or meals.

(7) salaries - for student's work periods at the activity.

7. Eligibility Requirements. The prospective CCEP student must satisfy the following requirements:

a. Meet all requirements for participation in a cooperative education program under pertinent regulations including CPI 308 and FPM 308.

b. Be recommended to the CCEP Manager by the Activity Co-op Coordinator.

c. Be a member of a group which is under represented in the DON work force.

d. Be recommended by the college or university Cooperative Education Program Director.

e. Be a full-time student.

OPNAVINST 12308.2

SEP 5 1989

f. Meet any additional eligibility requirements defined by the activity and approved by the CCEP Program Manager.

  
J. M. BOORDA

Deputy Chief of Naval Operations  
(Manpower, Personnel and Training)

Distribution:

SNDL D1D (OFFCPM)  
F (Shore Activities under the Command of the CNO)

Copy to:  
SNDL FL1 (COMNAVDAC) (Code 813, only) (25)  
OP-14 (100)

Stocked:  
CO, NAVPUBFORMCEN  
5801 Tabor Avenue  
Philadelphia, PA 19120-5099 (100 copies)

SEP 5 1989

CCEP HANDBOOK

The Department of the Navy is committed to cooperative education as a professional recruitment tool and as a cost effective training program which also helps to meet FEORP goals.

This handbook is provided to help you in the administration of the Centralized Cooperative Education Program, and may also be helpful in the conduct of your local activity's Co-op program. The forms and letters included in this handbook are samples, which may be adapted and modified to meet your activity needs. Several samples on one subject are provided in those instances where more than one sample was available. Any of the sample forms and letters may be used as needed. Each is acceptable in meeting the regulatory and administrative requirements for which they were designed. Local activity forms which meet the regulatory and administrative requirements of CCEP may also be used.

Enclosure (1)

SEP 5 1989

Table of Contents

<u>Subject</u>	<u>Page</u>
Initial Appointment Level Guide	1
Promotion Eligibility Guide	2
Retention and Conversion Guide	3
Employee/Supervisor Evaluation Forms - Sample 1	4
Sample 2	5
Sample 3	6
Sample 4	7
Performance Elements and Standards	8
Student Cooperative Education Agreement	9
Student Trainee Work/Study Agreement - Sample 1	10
Sample 2	12
Sample Training Plan	13
Sample SF-50's	18
Sample Position Descriptions	26
Tuition Support	
Billing Instructions for Schools	29
Form DD 1556	30
Sample Form DD 1556	31
Continuing Service Agreement Form	32
Training Assignment Agreement	33
Student Payment Record	34
Collection Procedure	35
Collection Letter - Sample 1	38
Sample 2	40
Authorization Letter - Sample 1	41
Sample 2	42
Sample 3	43
Official Personnel Folder (OPF) " Flag"	
- Sample note for filing in OPF	44
Cooperative Education Agreement for	
Navy-Wide Career Fields	45
Sample 1	46
Sample 2	48

SEP 5 1989

Initial Appointment Level Guide

Initial appointment for those entering their first Co-op work period may be as Student Trainee GS-2, 3, or 4 according to the schedule shown below. The student must have acquired the following number of academic hours prior to the beginning of the work assignment.

	Semester Hours	Quarter Hours
Student Trainee, GS-2	under 30	under 45
Student Trainee, GS-3	30	45
Student Trainee, GS-4	60 or more	90 or more

For Student Trainees, appointments will be Excepted Appointment-Conditional under the Schedule B appointing authority, FPM 213.3202(a). Unless terminated, this appointment remains in effect up to 120 calendar days after the date of the student's graduation.

Enclosure (1)

Promotion Eligibility Guide

During the course of their training program, student trainees are eligible to receive promotions. Students normally are not promoted during their first work assignment period. Promotion eligibility is based on completing additional academic credit, satisfactory work performance, and a supervisory recommendation for promotion. School grade reports are acceptable (in lieu of official transcripts) for timely promotions. Official transcripts are required within a 60-day period after the completion of each school term.

Promotion to:

Requirements:

Student Trainee, GS-3

One full year of academic study (30 semester hours or 45 quarter hours) and a record of satisfactory employment during previous assignment as a Student Trainee, GS-2.

Student Trainee, GS-4

Two full academic years of study (90 quarter hours or 60 semester hours), including a record of satisfactory employment during a previous assignment as a Student Trainee, GS-3.

Student Trainee, GS-5

Either  
Completion of three-fourths of the periods of study required for a bachelor's degree (6 semesters or 9 quarters), or 90 semester hours or 135 quarter hours, whichever is less; AND one previous work period (minimum of 60 days) as a Student Trainee, GS-4;

Or

Two and one-half years of academic study (5 semesters or 8 quarters), or 75 semester hours or 113 quarter hours, whichever is less; AND 6 months work experience as a GS-4, Student Trainee.

Leave and Benefits will be per CPI 308 and the negotiated cooperative education agreement.



SEP 5 1989

Retention and Conversion Guide

a. For retention in the CCEP, the Co-op student will be required to maintain a grade point average of 2.0 or equivalent or the academic standards of the school of attendance whichever is higher. The attendance, conduct, academic work performance standards must also must be met of the activity to which assigned.

b. A student trainee who fails to meet these standards will be advised of areas needing improvement and given one semester/quarter to meet the standards or be terminated from the program.

c. A student trainee's performance will be appraised annually under the Activity Performance Appraisal Program (APAP). In addition, the student will be appraised at the conclusion of each work period by the use of the school evaluation form or the local activity's forms. All appraisals should be discussed with the student. Based on the student's work, academic suitability and conduct, the supervisor will recommend one of the following and discuss the recommendation with the student trainee;

- (1) Retention and promotion during the subsequent work assignment
- (2) Retention without promotion
- (3) Separation from the Program

If the recommendation is retention without promotion, the supervisor will advise the trainee and the coordinator of the needed improvement area or areas. If separation from the program is recommended, the supervisor will justify this in writing.

d. A student trainee whose appointment is terminated for any reason cannot be reassigned noncompetitively to another position. Students whose appointments are terminated for failing to meet either school or agency academic standards may not be reappointed.

e. A student who has completed the requirements of cooperative education may be noncompetitively converted to a career-conditional appointment at either the GS-5 or GS-7 level.

EMPLOYEE/SUPERVISOR EVALUATION FORM

EMPLOYEE

NAME \_\_\_\_\_ CO-OP \_\_\_\_\_ VACATION WORK STUDY \_\_\_\_\_

JUNIOR FELLOWSHIP \_\_\_\_\_ PRE-CO-OP \_\_\_\_\_ (check one)

WORK PERIOD STARTING DATE \_\_\_\_\_ COMPLETION DATE \_\_\_\_\_

DEPARTMENT \_\_\_\_\_ IMMEDIATE SUPERVISOR \_\_\_\_\_

1. BRIEF DESCRIPTION OF DUTIES:

2. WERE THESE TASKS INTERESTING AND MEANINGFUL?

3. WHAT WAS THE WORK YOU EXPECTED?  
COMMENTS:

4. WERE YOUR DUTIES MORE OR LESS COMPLEX THAN YOU WOULD PREFER?

5. HOW DO YOU FEEL THAT YOU HAVE GAINED IN PROFESSIONAL KNOWLEDGE THROUGH  
THIS EXPERIENCE?

6. COMMENTS PRO OR CON ABOUT YOUR TRAINING:

7. SUGGESTIONS:

8. ARE YOU PLANNING TO RETURN TO THE SAME ACTIVITY NEXT WORK PERIOD?  
IF YES, WHEN WILL YOU RETURN AND DO YOU HAVE A PREFERENCE  
AS TO WHERE YOU ARE PLACED?

IF NO, WHERE DO YOU PLAN TO WORK?

STUDENT'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

DEPARTMENT OF THE NAVY  
STUDENT EVALUATION OF COOPERATIVE EDUCATION  
OR JUNIOR FELLOWSHIP WORK EXPERIENCE

SEP 5 1989

Student \_\_\_\_\_

CO-OP   J/F   CCEP  
(circle one)

College/University \_\_\_\_\_

Position \_\_\_\_\_ Major \_\_\_\_\_

Work Period \_\_\_\_\_ To \_\_\_\_\_

INSTRUCTIONS: A major objective of our student employment program is to provide students with meaningful work assignments in a professional career field. Your reaction to this training experience is an excellent indicator of this program's success. With this in mind, please complete the following evaluation, indicating your impressions of the total work period, and return your evaluation directly to the Student Employment Program Coordinator, Code \_\_\_\_\_ (enter N/A for any item that is not applicable).

MANAGEMENT ELEMENTS

1 - Excellent   2 - Very Good   3 - Good   4 - Average   5 - Below Ave.

	1	2	3	4	5
Orientation to SUPSHIP and Position	( )	( )	( )	( )	( )
Quality of Work Assignments	( )	( )	( )	( )	( )
Quantity of Work Assignments	( )	( )	( )	( )	( )
Communication with Supervisor	( )	( )	( )	( )	( )
Acceptance by Co-workers	( )	( )	( )	( )	( )
Educational Value	( )	( )	( )	( )	( )
Career Preparation	( )	( )	( )	( )	( )

ACTIVITY COUNSELOR ELEMENTS

Activity Counselor's Name: \_\_\_\_\_

Phone number: \_\_\_\_\_

Were you contacted by your Activity Counselor prior to the start of your first work assignment?   ( ) Yes   ( ) No

If you required housing or other assistance, was adequate help provided?   ( ) Yes   ( ) No   ( ) Not Applicable

This report has been discussed with my supervisor   ( ) Yes   ( ) No

Signed \_\_\_\_\_ Date \_\_\_\_\_

SEP 5 1989

DEPARTMENT OF THE NAVY  
SUPERVISORY EVALUATION OF COOPERATIVE EDUCATION  
OR JUNIOR FELLOWSHIP STUDENT

Student \_\_\_\_\_ CO-OP J/F CCEP  
(circle one)  
College/University \_\_\_\_\_  
Position \_\_\_\_\_ Major \_\_\_\_\_  
Work Period \_\_\_\_\_ to \_\_\_\_\_

INSTRUCTIONS: Based on the following rating scale and questions, the immediate supervisor should evaluate the student's work performance. Students should be judged on their demonstrated ability at their present level of development (academic and training) at the end of each significant work period. Forward 2 copies of this completed form to Code \_\_\_\_\_ and 1 copy to the student in addition to internal copies required by your department.

MANAGEMENT ELEMENTS						
1- Excellent	2-Very Good	3-Good	4-Average	5-Below Average	6-N/A	
	1	2	3	4	5	6
Accepts and follows direction	( )	( )	( )	( )	( )	( )
Works as a team member	( )	( )	( )	( )	( )	( )
Wins the respect and confidence of others in performance of assigned tasks	( )	( )	( )	( )	( )	( )
Is self starting on work assignments	( )	( )	( )	( )	( )	( )
Organizes and completes assignments in a timely manner	( )	( )	( )	( )	( )	( )
Amount of work produced	( )	( )	( )	( )	( )	( )
Demonstrates interest in assigned career field	( )	( )	( )	( )	( )	( )
Communicates in writing	( )	( )	( )	( )	( )	( )
Communicates orally	( )	( )	( )	( )	( )	( )
Performs research and applies rules and procedures	( )	( )	( )	( )	( )	( )
Deals with new and different tasks	( )	( )	( )	( )	( )	( )
Makes sound decisions and recommendations	( )	( )	( )	( )	( )	( )
Identify any additional tasks performed by the student which are important to the target career job:						
1. _____	( )	( )	( )	( )	( )	( )
2. _____	( )	( )	( )	( )	( )	( )

SEP 5 1989

## COOPERATIVE STUDENT APPRAISAL

NAME OF STUDENT

DATE

CO-OP PERIOD

FROM

TO

**INSTRUCTIONS:** The immediate supervisor will please evaluate the student objectively, comparing him/her with other students of comparable academic level, with other personnel assigned the same or similarly classified jobs, or with individual standards.

RELATIONS  
WITH  
OTHERS

- ☐ Exceptionally well accepted  
☐ Works well with others  
☐ Gets along satisfactorily  
☐ Has some difficulty working with others  
☐ Works very poorly with others

ATTITUDE —  
APPLICATION  
TO  
WORK

- ☐ Outstanding in enthusiasm  
☐ Very interested and industrious  
☐ Average in diligence and interest  
☐ Somewhat indifferent  
☐ Definitely not interested

JUDGMENT

- ☐ Excellent  
☐ Above average  
☐ Average  
☐ Below average  
☐ Poor

DEPEND-  
ABILITY

- ☐ Completely dependable  
☐ Above average  
☐ Average  
☐ Below average  
☐ Poor

ABILITY  
TO LEARN

- ☐ Learns very quickly  
☐ Learns readily  
☐ Average in learning  
☐ Rather slow to learn  
☐ Very slow to learn

QUALITY  
OF WORK

- ☐ Excellent  
☐ Very good  
☐ Average  
☐ Below average  
☐ Very poor

ATTENDANCE:

- ☐ Reg. ☐ Irreg.

PUNCTUALITY:

- ☐ Reg. ☐ Irreg.

GROOMING:

- ☐ Satis. ☐ Unsatis.

OVERALL PERFORMANCE

Outstanding

Very good

+ Average -

Marginal

Unsatisfactory

What unusual traits, positive or negative, have you observed in this student?

Would you rehire this student? ☐ Yes ☐ No. Please comment.

ADDITIONAL REMARKS: (Use other side if necessary)

This report has been discussed with student ☐ Yes ☐ No

DATED BY

TITLE

DEPARTMENT

ENDORSED BY

TITLE

DEPARTMENT

PLEASE RETURN TO EMPLOYMENT DIVISION (CODE 033)

SEP 5 1989

STUDENT TRAINEE PERFORMANCE ELEMENTS AND STANDARDS

\*1. Applies rules and procedures to the duties and responsibilities normally performed in the assigned job series.

HS Duties are performed in a timely manner, i.e., within the established deadlines with little or no supervision. Work is neat and accurate.

M Timeliness requires close supervision. Work lacks neatness and accuracy in many respects.

\*2. Accepts and follows directions.

HS Directions are followed thoroughly in (most) instances.

M Directions are (generally) not carried out as given (stated).

\*3. Gains the respect and confidence of others in the performance of assigned tasks.

HS (Generally) gains the respect and confidence of his/her co-workers.

M (Generally) lacks the respect and confidence on his/her co-workers.

\*4. Independently carries out and follows through on assignments.

HS Completes assignments independently (most of the time). Shows a (high degree) of initiative or interest in assigned duties.

M Assignment completion relies on the continual guidance and prompting of others.

Shows (little) initiative or interest in assigned duties.

\*5. Makes effort to provide answers through research and investigation of supplementary information sources when problems or questions arise.

HS Requires (little) if any technical direction to solve routine problems.

M (Usually) requires technical direction to solve routine problems.

\*6. Effectively performs new, involved, or difficult tasks as assigned.

HS Performs new, involved or difficult tasks with (little) guidance.

M Needs (constant) guidance to perform new, involved or difficult tasks.

\*7. As requested, makes decisions and recommendations pertinent to his/her work environment.

SEP 5 1989

COOPERATIVE EDUCATION AGREEMENT

NAME

LOCAL ADDRESS

LOCAL PHONE NUMBER

PERMANENT ADDRESS

PERMANENT PHONE NUMBER

I have read the Cooperative Education Program Instruction and understand my responsibilities. I understand that failure to assume these responsibilities may result in being dropped from the program.

SIGNATURE

DATE

SEP 5 1989

DEPARTMENT OF THE NAVY COOPERATIVE EDUCATION PROGRAM  
STUDENT TRAINEE AGREEMENT

Student: \_\_\_\_\_  
College/University: \_\_\_\_\_  
Projected Graduation Date (M/Y) \_\_\_\_\_ \*Academic Major: \_\_\_\_\_  
Department: \_\_\_\_\_ Position: \_\_\_\_\_  
Student Employment Program (SEP) Coordinator: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Supervisor: \_\_\_\_\_ Telephone: \_\_\_\_\_

\*Changes to academic major must be reported to cognizant Supervisor and Co-op Coordinator.

The Cooperative Education Agreement between (Activity) \_\_\_\_\_ and the University states that a work/study schedule for the student trainee will generally be established at the time of the employment offer. Signatures below indicate agreement/approval of the work/study schedule defined on the reverse of this agreement.

This work/study schedule reflects my current plans and is acceptable to me:

Student Trainee \_\_\_\_\_ /Date: \_\_\_\_\_

This work/study schedule is approved by the academic institution:

Name/Title \_\_\_\_\_ /Date: \_\_\_\_\_

University point-of-contact: \_\_\_\_\_

Position \_\_\_\_\_ Telephone: \_\_\_\_\_

This work/study schedule is approved by the Navy:

\_\_\_\_\_  
Supervisor of student position (date)

\_\_\_\_\_  
Student Employment Program Coordinator (date)

\_\_\_\_\_  
Chairman, Position Management Committee (date)



SEP 5 1989

The Cooperative Education Agreement between (activity) \_\_\_\_\_ and the University states that a work/study schedule for the student trainee will generally be established at the time of the employment offer. This completed schedule will include:

- a. at least two periods of employment alternating with periods of academic study
- b. at least 26 weeks of total employment prior to completion of student's degree requirements
- c. projected dates for employment during summer and academic break periods

ACADEMIC SCHEDULE:  
(Attendance at College/University)

From(Mo/Yr)	To(Mo/Yr)	#Credits
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

EMPLOYMENT SCHEDULE:  
(Employment with Navy)

From(Mo/Yr)	To(Mo/Yr)	#Weeks
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Deviations or adjustments to this schedule may be arranged by mutual agreement between the University and the Supervisor, provided the required total employment is not reduced and the basic principle of alteration is maintained. (The student will advise his/her respective supervisor of any changes to the defined schedule. Copies of all schedule changes will be forwarded to the Student Employment Program Coordinator.

Copy to:  
Official Personnel File  
Cognizant Dept. Head  
College/University Coordinator

SEP 5 1989

CENTRALIZED COOPERATIVE EDUCATION PROGRAM  
STUDENT TRAINEE WORK/STUDY AGREEMENT

Name of Student \_\_\_\_\_

University \_\_\_\_\_

Major: \_\_\_\_\_

Activity: \_\_\_\_\_

Activity Sponsor: \_\_\_\_\_

Telephone: \_\_\_\_\_

Student Alternates Co-op

Assignments with \_\_\_\_\_

Name

University

ACADEMIC SCHEDULE

Attendance at University  
From (Mo/Yr) To (Mo/Yr) Credit

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

EMPLOYMENT SCHEDULE

Employment with Navy  
From (Mo/Yr) To (Mo/Yr) Weeks

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Anticipated Graduation Date \_\_\_\_\_

This schedule reflects my current plans and is acceptable to me.

Student Trainee(s) \_\_\_\_\_

Date \_\_\_\_\_

This work-study schedule is approved.

(s) Name/Title \_\_\_\_\_

University \_\_\_\_\_

(s) Name/Title \_\_\_\_\_

Activity \_\_\_\_\_

SEP 5 1989

STUDENT NURSE TRAINING PLAN  
GS-4 TO GS-5

1. Name \_\_\_\_\_
2. Present Grade and Series: GS-099-04
3. Target Grade and Series: GS-099-05
4. Date Entered Developed Program: \_\_\_\_\_
5. Duration of Training: 16 Weeks
6. Objective: To perform the duties of GS-05 Student Nurse with no more than normal supervision.
7. Supervisor: Staff Nurse preceptor/Ward Charge Nurse.
8. Reports: Interim evaluation will be provided by the staff nurse preceptor on a monthly basis and a final appraisal will be provided by the charge nurse at the end of the training period.
9. Flexibility Provisions: To provide frequent minor adjustments to the plan caused by variation in mission, changes in concepts or methodology in subject field or trainee needs, it is permissible to extend the training period in order to accomplish the following:
  - a. Adjust elapsed training time as appropriate in individual cases to cover contingencies such as sick leave, emergency annual leave, or trainee's inability to grasp a portion of the training given (developmental assignment).
  - b. Alter sequence of training to allow for learning experience to be responsive to actual work situations as they arise during the training period when conditions or experience indicate the desirability of such changes (developmental period).
  - c. To add or modify subject matter material depending on technological changes, the needs of the agency, the trainees and the evaluation experience of the developmental program.
10. Length of Training: Before reassignment and/or promotion to a specific target position can be effected, the trainee must make-up the difference in qualifications from what they bring into the program and the qualifications required for the target position.

11. Elements of Development Plan:

- a. Formal Instructions: The following courses will be taken:  
(1) General Orientation to Naval Hospital - 16 hours

- (2) Patient Contact Training - 4 hours
- (3) Fire and Safety - 2 hours
- (4) Infection Control - 1/2 hour
- (5) Hazardous Materials - 1 hour
- (6) Basic Cardiac Life Support - 8 hours
- (7) Medication Certification - 4 hours
- (8) Venipuncture Lab Session - 4 hours

- b. On-the-Job Training: Orientation to Medical/Surgical Ward,  
including AM, PM, Night rotation - 600 hours

- (1) Personal care of patient - 270 hours
- (2) Various treatments and procedures as directed by the needs  
of the patient and the medical orders - 271 hours
- (3) Monitoring vital signs - 35 hours
- (4) Administering medications - 24 hours

---

Employee

---

Supervisor



DEPARTMENT OF THE NAVY

OPNAVINST 12308.2  
SEP 5 1989

COOPERATIVE EDUCATION TRAINING PLAN

\_\_\_\_\_  
(STUDENT'S NAME) (CODE) (SERIES/GRADE)

\_\_\_\_\_  
(SCHOOL) (MAJOR) (GRADUATION DATE)

SEMESTER/QUARTER HOURS REQUIRED TO GRADUATE \_\_\_\_\_

SEMESTERS/QUARTERS COMPLETED TO DATE \_\_\_\_\_

I. WORK/STUDY SCHEDULE

COOPERATIVE EDUCATION SCHEDULE (TO BE COMPLETED BY THE STUDENT AND THE COLLEGE REPRESENTATIVE)

<u>SCHOOL SCHEDULE</u>		<u>WORK SCHEDULE</u>	
FROM	TO	FROM	TO
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

THIS SCHEDULE MAY NOT BE CHANGED WITHOUT THE CONSENT OF THE COOPERATIVE EDUCATION COORDINATOR, THE UNIVERSITY, AND THE SUPERVISOR.

SECTIONS II THROUGH IV ARE TO BE COMPLETED BY THE SUPERVISOR

II. RECOMMENDED FORMAL TRAINING - In addition to the courses required to obtain a degree at the above cited school, please list recommended elective courses that would enhance the student's potential for success.

ENCLOSURE (1)

OPNAVINST 12308.2

SEP 5 1989

**III. ON-THE-JOB ASSIGNMENTS** - These assignments will be closely supervised and arranged to provide diversified experience with increasing levels of difficulty as the trainee progresses through the program. This training will consist of the following assignments:

A. List assignments that will be accomplished within the first co-op period:

B. List expected future assignments:

sample

SEP 5 1989

IV. RELATED PERFORMANCE ELEMENTS/STANDARDS - Supervisors are required to complete the Performance Appraisal Review System (PARS) form as well as complete a written school evaluation form for all student trainees. Students should refer to their PARS form for a listing of performance elements/standards.

V. PROMOTIONS - (Contingent on satisfactory performance evaluations and the completion of the following academic requirements). It should be noted that completing these requirements is fully qualifying for a promotion, but does not guarantee one.

GS-04 - Completion of two academic years of study (four semesters or six quarters), or completion of 60 semester hours or 90 quarter hours; whichever is less, including a record of satisfactory employment during a previous work assignment as a Student Trainee, GS-3.

GS-05 - Completion of three-fourths of periods of study required for a bachelor's degree (six semesters or nine quarters), or 90 semester hours or 135 quarter hours, which is less; AND one previous work period as a Student Trainee, GS-4; OR

Two and one-half years of academic study (five semesters or eight quarters), or 75 semester hours or 113 quarter hours, whichever is less; AND six months of work experience as a Student Trainee, GS-4.

VI. AGREEMENT - The supervisor and the student trainee have agreed to this plan within one month after the student's initial appointment and agree to review and amend the plan, as required, within one month after the start of each subsequent work period.

_____ (Supervisor's Signature)	_____ (Code)	_____ (Date)
_____ (Student's Signature)	_____ (Code)	_____ (Date)
_____ Co-op Coordinator Signature	_____ (Code)	_____ (Date)

ENCLOSURE (1)

OPNAVINST 12308.2

SEP 5 1989

SAMPLE PERSONNEL ACTIONS  
SF-50's

sample

ENCLOSURE (1)



# NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) CO-OP, MARY J.				2. SSN 111-11-1111		3. Position Sensitivity (Opt) NCRSENS		4. Date of Birth 12-12-68	
5. Veteran Preference 1 1—None 2—5 Pt. 3—10 Pt. Disab. 4—10 Pt. Comp. 5—10 Pt. Other 6—10 Pt./30% Comp.				6. Serv. Comp. Date (Leave) 05-11-87		7. Tenure 2		8. Retirement K	
9. FEGLI R WAIVED ALL LIFE INSURANCE				10. FLSA N E—Exempt N—Nonexempt		11. Sex F		12. Citizenship 1 1—US 2—Other	
14. Effective Date 5-11-87				15. Annuitant Indicator 1—Reempl Ann-CS 2—RETO 3—RETM 4—RETO & CS 5—RETM & CS 6—Not Applicable		16. Work Schedule F—Full-time P—Part-time I—Intermittent G—FT Seasonal O—PT Seasonal R—PT On Call J—WT Seasonal H—FT On Call R—PT On Call		17. (Reserved for OPM Use)	
18-A. NOAC 170		18-B. Nature of Action EXC APPT		19-A. NOAC		19-B. Nature of Action			
18-C. Auth Code Y1M		18-D. Authority SCH-B, -213-3202(A)		19-C. Auth Code		19-D. Authority			
18-E. Auth Code		18-F. Authority		19-E. Auth Code		19-F. Authority			
20. FROM: Position Title and Number				27. TO: Position Title and Number STUDENT TRAINEE (ELECTRICAL ENGINEER) LM50843001					
21. Name and Location of Employing Office				28. Name and Location of Employing Office MISSION AVIONICS TECHNOLOGY DEPT 50 MICROWAVE TECHNOLOGY 502 SURVEILLANCE RADAR 5022 NAVAL AIR DEVELOPMENT CENTER WARMINSTER, PA					
22. Pay Plan & Occupational Code GS-0899		23. Grade or Level 00		24. Step or Rate 01		25. Salary \$11,802.00		26. Pay Basis PA	
34. Duty Station WARMINSTER, BUCKS, PA				35. Position Occupied 1—General 2—Specialized 3—SES General 4—SES Career Reserved		36. Appropriation Code (Optional)			

37. Remarks  
CODE 'K' IN BLOCK 8 INDICATES FERS & FICA  
CODE 'F' IN BLOCK 16 INDICATES FULL-TIME EMPLOYMENT NOT IN A SEASONAL/ON-CALL PROGRAM

APPOINTMENT AFFIDAVIT EXECUTED 5-11-87  
THIS APPOINTMENT IS INTENDED TO CONTINUE THROUGH THE COMPLETION OF THE REQUIREMENTS FOR GRADUATION FROM THE DEGREE PROGRAM THAT QUALIFIES YOU FOR THE APPOINTMENT. WITHIN 120 DAYS OF SATISFACTORY COMPLETION OF THE DEGREE PROGRAM, THIS AGENCY MAY NONCOMPETITIVELY CONVERT YOU TO CAREER OR CAREER-CONDITIONAL APPOINTMENT. IF YOUR PERFORMANCE IS NOT SATISFACTORY OR IF YOU FAIL TO SATISFACTORILY COMPLETE THE PROGRAM, EMPLOYMENT WILL BE TERMINATED.

FULL PERFORMANCE LEVEL:

PROJECTED TERMINATION OF CURRENT WORK ASSIGNMENT IS:

PROJECTED GRADUATION DATE IS:

EMPLOYEE'S ELIGIBILITY FOR THRIFT SAVINGS PLAN EFFECTIVE:

CURRENT THRIFT SAVINGS PLAN SCD IS: STATUS CODE IS: AND STATUS DATE IS:

POS STS:P

LOC ID:5028553 CFI:91 DT LAS POS REV:8705 COST CTR: SAS:0 SPID:62

38. Approval		39. FPMIS Data											
A. Title of Approving Official FOR THE APPOINTING OFFICER		B. Date 5-14-87		A. Subv or Nonsubv Ind 8		B. VEV IND N		C. PRD 0		D. Barg Unit Status 3740		E. Functional Class	
C. Signature/Authorization of Approving Official				F. Educational Level 08		G. Year Degree Attained		H. Academic Discipline		I. Agency Code NV39			
DESIGNATED APPOINTING OFFICIAL NAVAIRDEVCCN WARMINSTER PA				J. Location Code 42-8845-017		K. SON 2639		L. UIC 62269		O. ORG CD 5022		P. Q	
40. Employing Department or Agency DEPARTMENT OF THE NAVY				41. UIC 62269		42. ORG CD 5022		43. P		44. Q			

OPNAVINST 12308.2

Standard Form 50-8  
Rev. November 1985  
U.S. Office of Personnel Management  
FPM Chapter 298  
SEP 5 1989

## NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) CO-OP ROBERT J.				2. SSN 222-22-2222		3. Position Sensitivity (Opt) NCRSENS		4. Date of Birth 9-1-65	
5. Veteran Preference 1—None 2—5 Pt. 3—10 Pt. Disab. 4—10 Pt. Comp. 5—10 Pt. Other 6—10 Pt./30% Comp.				6. Serv. Comp. Date (Leave) 7-9-84		7. Tenure 2		8. Retirement C	
9. FEGLI B WAIVED ALL LIFE INSURANCE				10. FLSA N E—Exempt N—Nonexempt		11. Sex M		12. Citizenship 1—US 8—Other	
14. Effective Date		15. Annuity Indicator 9 1—Reempl Ann-CS 2—RETO 3—RETM 4—RETO & CS 5—RETM & CS 6—Not Applicable		16. Work Schedule F—Full-time P—Part-time I—Intermittent Q—FT Seasonal O—PT Seasonal J—INT Seasonal N—FT On Call R—PT On Call		17. (Reserved for OPM Use)			
18-A. NOAC 460		18-B. Nature of Action LWOP NTE 9-23-87		18-A. NOAC		18-B. Nature of Action			
18-C. Auth Code		18-D. Authority		18-C. Auth Code		18-D. Authority			
18-E. Auth Code DAM		18-F. Authority FPM CH 630		18-E. Auth Code		18-F. Authority			
20. FROM: Position Title and Number STUDENT TRAINEE (ELECTRICAL ENGINEER) LM20467000				27. TO: Position Title and Number					
21. Name and Location of Employing Office SYSTEMS DIRECTORATE SYSTEMS INTEGRATION DIVISION NAVAL AIR DEVELOPMENT CENTER WARMINSTER, PA				28. Name and Location of Employing Office					
22. Pay Plan & Occupational Code GS 0899		23. Grade or Level 05		24. Step or Rate 01		25. Salary \$14,390.00		26. Pay Base PA	
28. Pay Plan & Occupational Code		29. Grade or Level		30. Step or Rate		31. Salary		32. Pay Base	
34. Duty Station WARMINSTER, BUCKS, PA		35. Position (Optional) 2 1—Compulsory 2—Excepted 3—SES General 4—SES Career Reserved		36. Appropriation Code (Optional)					

37. Remarks

CODE 'C' IN BLOCK 8 INDICATES FICA & CS(1-32)  
CODE 'F' IN BLOCK 16 INDICATES FULL-TIME EMPLOYMENT NOT IN A SEASONAL/ON-CALL PROGRAM.

SERVICE CREDIT FOR RETIREMENT, REDUCTION IN FORCE, AND LEAVE ACCRUAL PURPOSES CONTINUES FOR UP TO A MAXIMUM OF SIX MONTHS OF NONPAY TIME PER CALENDAR YEAR. LEAVE WITHOUT PAY GRANTED TO RETURN TO COLLEGE

POS STS:P

LOC ID:2046187

CFI:91 DT LAST POS REV:8511 COST CTR:

SAS:1

SPID:62

38. Approval		39. FPMIS Data						
A. Title of Approving Official FOR THE APPOINTING OFFICER		B. Date 9-22-86		A. Supr or Nonsupr Ind 8	B. VEV IND N	C. PRD 0	D. Barg Unit Status 3740	E. Function Class
C. Signature/Authentication of Approving Official DESIGNATED APPOINTING OFFICIAL NAVAIRDEVCCN WARMINSTER PA		F. Educational Level 09		G. Year Degree Attained	H. Academic Discipline	I. Agency Code NV78		
40. Employing Department or Agency DEPARTMENT OF THE NAVY		J. Location Code 42-8845-017		K. SON 2639		L. ORG CD 204		
5 Part 50-311		Enclosure (1)		1—Employee Copy		Previous Edition Usage NSN 7540-01-110-490		

SEP 5 1989

Standard Form 50-B  
Rev. November 1985  
U.S. Office of Personnel Management  
FPM Chapter 298

## NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) CO-OP MICHELLE L.				2. SSN 333-33-3333		3. Position Sensitivity (Opt) NCRSENS		4. Date of Birth 12-9-67	
5. Veterans Preference 1—None 2—5 Pt. 3—10 Pt. Disab. 4—10 Pt. Comp. 5—10 Pt. Other 6—10 Pt./30% Comp.				6. Serv. Comp. Date (Leave) 11-28-85		7. Tenure 2		8. Retirement K	
9. FEGLI C BASIC LIFE ONLY				10. FLSA N E—Exempt N—Nonexempt		11. Sex F		12. Citizenship 1—US 8—Other	
14. Effective Date 5-18-87		15. Annuitant Indicator 9 1—Normal Ann-CS 2—RETO 3—RETM 4—RETO & CS 5—RETM & CS 6—Not Applicable		16. Work Schedule F F—Full-time P—Part-time		17. Intermittent I—Intermittent G—FT Seasonal H—FT On Call R—PT On Call		17. (Reserved for OPM Use)	
18-A. NOAC 292		18-B. Nature of Action RTD		18-A. NOAC		18-B. Nature of Action			
18-C. Auth Code DAM		18-D. Authority FPM CH 630		18-C. Auth Code		18-D. Authority			
18-E. Auth Code		18-F. Authority		18-E. Auth Code		18-F. Authority			
20. FROM: Position Title and Number				27. TO: Position Title and Number STUDENT TRAINEE (COMPUTER SCIENCE) LM 07028001					
21. Name and Location of Employing Office				28. Name and Location of Employing Office PLANNING AND ASSESSMENT RESOURCES 07 NAVAL AIR DEVELOPMENT CENTER WARMINSTER PA					
22. Pay Plan & Occupational Code		23. Grade or Level		24. Step or Rate		25. Salary GS-1599		26. Pay Base 03 01 \$11,802.00 PA	
29. Duty Station WARMINSTER, BUCKS, PA				30. Position Occupied 2 1—Competitive 2—Excepted 3—SES General 4—SES Career Reserved				31. Appropriation Code (Optional)	

CODE 'K' IN BLOCK 8 INDICATES FERS &amp; FICA

CODE 'F' IN BLOCK 16 INDICATES FULL-TIME EMPLOYMENT NOT IN A SEASONAL/ON-CALL PROGRAM

CHANGES SCD FROM 09-13-85 TO REFLECT EXCESS TIME IN NONPAY STATUS DURING CALENDAR YEAR 86.  
FROM LWOP STATUS

POS STS:P

LOC ID:0707548

CFI:91

DT LAST POS REV:8605 COST CTR:

SAS:1 SPID:57

38. Approval		39. FPMIS Data						
A. Title of Approving Official FOR THE APPOINTING OFFICER		B. Date 5-19-87		A. Supv. or Nonexempt Ind. 8	B. VEY IND N	C. PRD 0	D. Barg Unit Status 3740	E. Functional Class
F. Signature/Authentication of Approving Official DESIGNATED APPOINTING OFFICIAL NAVAIRDEVCCN WARMINSTER PA		F. Educational Level 09		G. Year Degree Attained	H. Academic Discipline	I. Agency Code NV39		
J. Location Code 42-8845-017		K. SON 2639						
L. Employing Department or Agency DEPARTMENT OF THE NAVY		M. UIC 62269		N. ORG CD 07		O.		

1. Pen  
3-311

1—Employee Copy

Enclosure (1)

Previous Edition Usable  
NSN 7540-01-110-4907

SEP 5 1989

## NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) CO-OP KEVIN J.				2. SSN 444-44-4444		3. Position Sensitivity (Ops) NCRSENS		4. Date of Birth 07-27-66	
5. Veterans Preference 1—None 2—5 Pt. 3—10 Pt. Disab. 4—10 Pt. Comp. 5—10 Pt. Other 6—10 Pt./30% Comp.				6. Serv. Comp. Date (Leave) 06-02-86		7. Tenure 2		8. Retirement K	
9. FEGLI B WAIVED ALL LIFE INSURANCE				10. FLSA N E-Exempt N-Nonexempt		11. Sex M		12. Citizenship 1—US 8—Other	
14. Effective Date 5-26-87				15. Annuitant Indicator 9 1—Reemol Ann-CS 3—RETM 5—RETM & CS 2—RETO 4—RETO & CS 9—Not Applicable		16. Work Schedule F—Full-time P—Part-time I—Intermittent O—FT Seasonal Q—PT Seasonal		17. (Reserved for OPM Use)	
18-A. NOAC 292		18-B. Nature of Action RTD		19-A. NOAC 702		19-B. Nature of Action PROMOTION			
18-C. Auth Code DAM		18-D. Authority FPM CH 630		19-C. Auth Code YIM		19-D. Authority SCH B, 213.3202(A)			
18-E. Auth Code		18-F. Authority		19-E. Auth Code		19-F. Authority			
20. FROM: Position Title and Number STUDENT TRAINEE (ELECTRICAL ENGINEER) LM50634001				27. TO: Position Title and Number STUDENT TRAINEE (ELECTRICAL ENGINEER) LM50856001					
21. Name and Location of Employing Office MISSION AVIONICS TECHNOLOGY DEPT 50 ACOUSTICS PROCESSING 503 THEORETICAL/EXPRMNTL SIGNAL PROC 5033 NAVAL AIR DEVELOPMENT CENTER WARMINSTER, PA				28. Name and Location of Employing Office MISSIONS AVIONICS TECHNOLOGY DEPT 50 ACOUSTICS PROCESSING 503 THEORETICAL/EXPRMNTL SIGNAL PROC 5033 NAVAL AIR DEVELOPMENT CENTER WARMINSTER, PA					
22. Pay Plan & Occupational Code GS 0899		23. Grade or Level 04		24. Step or Rate 01		25. Pay Plan & Occupational Code GS 0899		26. Grade or Level 05	
						30. Step or Rate 01		32. Salary \$14,822.00	
								33. Pay Base PA	
34. Duty Station WARMINSTER, BUCKS, PA				35. Position Occupied 2 1—Competitive 3—SES General 2—Excepted 4—SES Career Reserved				36. Appropriation Code (Optional)	

CODE 'K' IN BLOCK 8 INDICATES FERS &amp; FICA

CODE 'F' IN BLOCK 16 INDICATES FULL-TIME EMPLOYMENT NOT IN A SEASONAL/ON-CALL PROGRAM

FULL PERFORMANCE LEVEL GS-5

FROM LWOP STATUS

POS STS:P

LOC ID:5038254

CFI:91 DT LAST POS REV:8705 COST CTR:

SAS:0

SPID:62

39. FPMR Data		A. Supr or Non-supr. Ind. 8		B. VEV IND N		C. PRD 0		D. Barg Unit Status 3740		E. Functional Class	
F. Educational Level 11		G. Year Degree Attained		H. Academic Discipline		I. Agency Code NV 39		J. Location Code 42-8845-017		K. SON 2639	
L. Employment Department or Agency DEPARTMENT OF THE NAVY		M. UIC 62269		N. ORG CD 5033		O.		P.		Q.	

1—Employee Copy

Previous Edition Usable  
NSN 7540-01-110-4907

# NOTIFICATION OF PERSONNEL ACTION

OPNAVINST 12308.2

SEP 5 1989

1. Name (Last, First, Middle) <b>CO-OP ANNE</b>		2. SSN <b>555-55-5555</b>		3. Position Sensitivity (Ops) <b>NCR SENS</b>		4. Date of Birth <b>06-24-65</b>	
5. Veteran Preference <b>1</b> 1—None 2—5 Pt. 3—10 Pt. Disab. 4—10 Pt. Comp. 5—10 Pt. Other 6—10 Pt./30% Comp.		6. Serv. Comp. Date (Leave) <b>07-13-85</b>		7. Tenure <b>2</b>		8. Retirement <b>K</b>	
9. FEGLI <b>B</b> <b>WAIVED ALL LIFE INSURANCE</b>		10. FLSA <b>E</b> E—Exempt N—Nonexempt		11. Sex <b>F</b>		12. Citizenship <b>1</b> 1—US 2—Other	
14. Effective Date <b>5-10-87</b>		15. Annuitant Indicator <b>9</b> 1—Reempl Ann-CS 2—RETO 3—RETM 4—RETO & CS 5—RETM & CS 6—Not Applicable		16. Work Schedule <b>F</b> F—Full-time P—Part-time I—Intermittent O—FT Seasonal Q—PT Seasonal J—INT Seasonal H—FT On Call R—PT ON Call		17. (Reserved for OPM Use)	
18-A. NOAC <b>501</b>		18-B. Nature of Action <b>CONV TO CAREER-COND APPT</b>		19-A. NOAC		19-B. Nature of Action	
18-C. Auth Code <b>ZJM</b>		18-D. Authority <b>EO 12015</b>		19-C. Auth Code		19-D. Authority	
18-E. Auth Code		18-F. Authority		19-E. Auth Code		19-F. Authority	
20. FROM: Position Title and Number <b>STUDENT TRAINEE (COMPUTER SCIENCE) LM30805001</b>				27. TO: Position Title and Number <b>COMPUTER SCIENTIST LM 30868001</b>			
21. Name and Location of Employing Office <b>BATTLE FORCE SYSTEMS DEPARTMENT 301 SYSTEMS ENGINEERING DIVISION 301 SYSTEM DEVELOPMENT BRANCH 3012 NAVAL AIR DEVELOPMENT CENTER WARMINSTER, PA</b>				28. Name and Location of Employing Office <b>BATTLE FORCE SYSTEMS DEPARTMENT 30 SYSTEMS ENGINEERING DIVISION 301 SYSTEM DEVELOPMENT BRANCH 3012 NAVAL AIR DEVELOPMENT CENTER WARMINSTER PA</b>			
22. Pay Plan & Occupational Code <b>GS 1599</b>		23. Grade or Level <b>05</b>		24. Step or Rate <b>01</b>		25. Salary <b>\$14,820.00</b>	
26. Pay Basis <b>PA</b>		29. Pay Plan & Occupational Code <b>GS 1550</b>		30. Grade or Level <b>07</b>		31. Step or Rate <b>01</b>	
32. Salary <b>\$23,170.00</b>		33. Pay Basis <b>PA</b>		34. Duty Station <b>WARMINSTER, BUCKS, PA</b>		35. Position Occupied <b>1</b> 1—Competitive 2—Excepted 3—SES General 4—SES Career Reserved	
36. Appropriation Code (Optional)		37. Remarks <b>CODE 'K' IN BLOCK 8 INDICATES FERS &amp; FICA CODE 'F' IN BLOCK 16 INDICATES FULL-TIME EMPLOYMENT NOT IN A SEASONAL/ON-CALL PROGRAM  SPECIAL RATE UNDER 5 U.S.C. 5303. DATE FOR CONVERSION TO CAREER TENURE HAS BEEN ADJUSTED TO REFLECT EXCESS TIME IN NONPAY STATUS. NEW ESTIMATED CONVERSION DATE IS: SERVICE COUNTING TOWARD CAREER TENURE FROM: INITIAL PROBATIONARY PERIOD COMPLETED. YOU ARE A PARTICIPANT IN THE NAVAIRDEVCCEN PROFESSIONAL, SCIENTIFIC AND ENGINEERING INTERN PROGRAM FULL PERFORMANCE LEVEL: GS-12</b>					

POS STS:P

LOC ID:3017190

CFI:NS DT LAST POS REV:8705 COST CTR:

SAS:0 SPID:00

38. Approval		39. FPMS Data			
A. Title of Approving Official <b>FOR THE APPOINTING OFFICER</b>		B. Date <b>05-21-87</b>		C. PRD <b>6</b>	
D. Signature/Authentication of Approving Official <b>DESIGNATED APPOINTING OFFICIAL NAVAIRDEVCCEN WARMINSTER PA</b>		E. Functional Class <b>099</b>		F. Educational Level <b>13</b>	
G. Year Degree Attained <b>87</b>		H. Academic Discipline <b>0704</b>		I. Agency Code <b>NV39</b>	
J. Location Code <b>42-8845-017</b>		K. SON <b>2639</b>		L. Agency Code <b>099</b>	
M. Employment Department or Agency <b>DEPARTMENT OF THE NAVY</b>		N. UIC <b>62269</b>		O. ORG CD <b>3012</b>	

OPNAVINST 12308.2

Standard Form 50-8 SEP 5 1989  
Rev. November 1985  
U.S. Office of Personnel Management  
FPM Chapter 298

## NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) <b>CO-OP CHUCK</b>				2. SSN <b>666-66-6666</b>		3. Position Sensitivity (Ops) <b>NCRSENS</b>		4. Date of Birth <b>05-21-64</b>	
5. Veteran Preference <b>1</b> 1—None 2—5 Pt. 3—10 Pt. Disab. 4—10 Pt. Comp. 5—10 Pt. Other 6—10 Pt./30% Comp.				6. Serv. Comp. Date (Leave) <b>04-16-83</b>		7. Tenure <b>2</b>		8. Retirement <b>1</b>	
9. REGU <b>C</b> <b>BASIC LIFE ONLY</b>				10. FLSA <b>N</b> E—Exempt N—Nonexempt		11. Sex <b>M</b>		12. Citizenship <b>1</b> 1—US 2—Other	
14. Effective Date <b>5-22-86</b>		15. Annuitant Indicator <b>9</b> 1—Resempt Ann-CS 2—RETO 3—RETM 4—RETO & CS 5—RETM & CS 6—Not Applicable		16. Work Schedule <b>F</b> F—Full-time P—Part-time I—Intermittent G—FT Seasonal O—PT Seasonal A—PT ON Call		17. (Reserved for CPM Use)			
18-A. NOAC <b>357</b>		18-B. Nature of Action <b>TERMINATION</b>		18-A. NOAC		18-B. Nature of Action			
18-C. Auth Code <b>ZLM</b>		18-D. Authority <b>FPM 308.2-15C</b>		18-C. Auth Code		18-D. Authority			
18-E. Auth Code		18-F. Authority		18-E. Auth Code		18-F. Authority			
20. FROM: Position Title and Number <b>STUDENT TRAINEE (ELECTRICAL ENGINEER) LM40161003</b>				27. TO: Position Title and Number					
21. Name and Location of Employing Office <b>COMMUNICATION NAV TECH DIRECTORATE SHIP AND SUBMARINE NAV AND AIR SENS DIVISION MARINE AND NAV AIR SENSOR BRANCH 02 NAVAL AIR DEVELOPMENT CENTER WARMINSTER, PA</b>				28. Name and Location of Employing Office					
22. Pay Plan & Occupational Code <b>GS 0899</b>		23. Grade or Level <b>04</b>		24. Step or Rate <b>01</b>		25. Pay Rate <b>\$12,62.00</b>		26. Pay Basis <b>PA</b>	
29. Pay Plan & Occupational Code				30. Grade or Level		31. Step or Rate		32. Salary	
33. Pay Basis				34. Duty Station <b>WARMINSTER, BUCKS, PA</b>		35. Position Occupied <b>2</b> 1—Competitive 2—Excepted 3—SES General 4—SES Career Reserved		36. Appropriation Code (Optional)	

CODE '1' IN BLOCK 8 INDICATES CS

CODE 'F' IN BLOCK 16 INDICATES FULL-TIME EMPLOYMENT NOT IN A SEASONAL/ON-CALL PROGRAM.

## FORWARDING ADDRESS:

CHANGES SCD FROM 1-12-83 TO REFLECT EXCESS TIME IN NONPAY STATUS DURING CALENDAR YEAR 85.

FROM LWOP STATUS

LUMP SUM PAYMENT TO BE MADE FOR ANY UNUSED ANNUAL LEAVE

NO LONGER QUALIFIED UNDER CENTRALIZED COOPERATIVE EDUCATION PROGRAM

POS STS:P

LOC ID:4024356

CFI:91 DT LAST POS REV:8505 COST CTR:

SAS:1 SPID:62

38. Approval		39. FPMS Data						
A. Title of Approving Official <b>FOR THE APPOINTING OFFICER</b>		B. Date <b>05-30-86</b>		A. Sup. or Manager Ind. <b>8</b>	B. VEV IND <b>N</b>	C. PRD <b>0</b>	D. Barg Unit Status <b>3740</b>	E. Functions Code
C. Signature/Authentication of Approving Official <b>DESIGNATED APPOINTING OFFICIAL NAVAIRDEVCEW WARMINSTER PA</b>		F. Educational Level <b>09</b>		G. Year Degrees Attained	H. Academic Discipline	I. Agency Code <b>NV79</b>		
40. Employing Department or Agency <b>DEPARTMENT OF THE NAVY</b>		J. Location Code <b>42-8845-017</b>		K. SON <b>2639</b>		L. Agency Code <b>4022</b>		

5 Part  
50-311 Enclosure (1)

1—Employee Copy

24

Previous Edition Usable  
NSN 7540-01-110-1907

# NOTIFICATION OF PERSONNEL ACTION

OPNAVINST 12308.2  
SEP 5 1989

1. Name (Last, First, Middle) <b>NO-OP, Lynn</b>		2. SSN <b>777-77-7777</b>		3. Position Sensitivity (Opt) <b>NCRSENS</b>		4. Date of Birth <b>09-10-65</b>	
5. Veteran Preference <b>1</b> 1—None 2—5 Pt. 3—10 Pt. Disab. 4—10 Pt. Comp. 5—10 Pt. Other 6—10 Pt./30% Comp.		6. Serv. Comp. Date (Leave) <b>05-28-85</b>		7. Tenure <b>2</b>		8. Retirement <b>K</b>	
9. FEGLI <b>R</b> <b>WAIVED ALL LIFE INSURANCE</b>		10. FLSA <b>N</b> E—Exempt N—Nonexempt		11. Sex <b>F</b>		12. Citizenship <b>1</b> 1—US 2—Other	
13. Effective Date <b>5-13-87</b>		14. Annuitant Indicator <b>9</b> 1—Reempl Ann-CS 2—RETO 3—RETM 4—RETO & CS 5—RETM & CS 6—Not Applicable		15. Work Schedule <b>F</b> F—Full-time P—Part-time I—Intermittent G—FT Seasonal Q—PT Seasonal H—FT On Call R—PT On Call		16. (Reserved for OPM Use)	
17-A. NOAC <b>317</b>		17-B. Nature of Action <b>RESIGNATION</b>		17-C. NOAC		17-D. Nature of Action	
17-E. Auth Code <b>RPM</b>		17-F. Authority <b>REG 715.202</b>		17-G. Auth Code		17-H. Authority	
20. FROM: Position Title and Number <b>STUDENT TRAINEE (MECHANICAL ENGINEER)</b>				27. TO: Position Title and Number			
21. Name and Location of Employing Office <b>MISSION AVIONICS TECHNOLOGY DEPT 50 ACOUSTICS DEVELOPMENT 504 HYDROMECHANICAL BRANCH 5043 NAVAL AIR DEVELOPMENT CENTER WARMINSTER, PA</b>				28. Name and Location of Employing Office			
22. Pay Plan & Occupational Code <b>GS 0899</b>		23. Grade or Level <b>05</b>		24. Step or Rate <b>01</b>		25. Salary <b>\$614.32</b>	
26. Pay Plan & Occupational Code		27. Grade or Level		28. Step or Rate		29. Salary	
30. Position Occupied 1—Competitive 2—Excepted 3—SES General 4—SES Career Reserved		31. Appropriation Code (Optional)					

CODE 'K' IN BLOCK 8 INDICATES FERS & FICA  
CODE 'F' IN BLOCK 16 INDICATES FULL-TIME EMPLOYMENT NOT IN A SEASONAL/ON-CALL PROGRAM.

FORWARDING ADDRESS:

REASON FOR RESIGNATION: ACCEPTED ANOTHER OFFER

STUDENT IS INDEBTED TO THE U. S. GOVERNMENT FOR TUITION ASSISTANCE IN THE AMOUNT OF \$ \_\_\_\_\_.

LOC ID:5047412

CFI:91 DT LAST POS REV:8601

POS STS:P

COST CTR:

SAS:1 SPID:62

38. Approval		39. FPMIS Data						
A. Title of Approving Official <b>FOR THE APPOINTING OFFICER</b>		B. Date <b>05-22-87</b>		A. Sup. or Manager Ind. <b>8</b>	B. VEV IND <b>N</b>	C. PPD <b>0</b>	D. Barg. Unit Status <b>3740</b>	E. Functional Class
C. Signature/Authentication of Approving Official <b>DESIGNATED APPOINTING OFFICIAL NAVAIRDEVCCN WARMINSTER, PA</b>				F. Educational Level <b>11</b>	G. Year Degree Attained	H. Academic Discipline	I. Agency Code <b>NV39</b>	
40. Employing Department or Agency <b>DEPARTMENT OF THE NAVY</b>				J. Location Code <b>42-8845-017</b>	K. SON			
5. Part 50-311				6. UIC <b>62269</b>		7. ORG CD <b>5043</b>		8.

1—Employee Copy

Enclosure (1)

Previous Edition Usable  
NSN 7540-01-110-4907

SEP 5 1989

Student Trainee ( ) GS- \_\_\_\_\_ -03

FUNCTION

Serves as Student Trainee ( ) GS- \_\_\_\_\_ -03 with \_\_\_\_\_ while completing the requirements for a baccalaureate degree. Provides relevancy to academic studies through related work experience, exposure to the work environment, and demonstration of Federal Career opportunities.

MAJOR DUTIES

Serves as student trainee at the entry level phase which is designed to facilitate transition to and development in the (title and series) \_\_\_\_\_ Career Program. Engages in a prescribed agenda of on-the-job training and self-development activities as set forth in the written training agreement. Training is given to provide a bridge from academic theory to the more specialized analytical and judgmental aspects of the occupational specialization in a productive work environment. Work assignments range from orientation, introduction, initial exposure and familiarization to performance of routine/recurring technical tasks designed to develop an understanding of the principles, procedures and work techniques pertinent to the occupational career. These tasks will prepare the student trainee for more responsible and specialized assignments.

SUPERVISORY CONTROLS

Works under the close supervision of a supervisor or experienced specialist who provides specific instructions on assignment and desired results. Supervisor or specialist is readily available to provide advice and assistance concerning work to be performed. Work is given detailed review in progress and upon completion to ensure and assess progress and to evaluate attainment of training objectives and readiness for assignments of a progressively more responsible and specialized nature.

OTHER SIGNIFICANT FACTORS

This position description will be based only for those career fields having an OPM positive education requirement of a professional baccalaureate degree. The following titles and series are appropriate:

Student Trainee (Computer Scientist) GS-1599-03  
Student Trainee (Engineering) GS-899-03  
Student Trainee (Physics) GS-1399-03  
Student Trainee (Medical and Health) GS-0699-03



SEP 5 1989

Student Trainee ( ) GS- \_\_\_\_\_ -04

FUNCTION

Serves as Student Trainee ( ) GS- \_\_\_\_\_ -04 while completing requirements for a baccalaureate degree. Provides relevancy to academic studies through related work experience, exposure to the work environment, and demonstration of Federal Career opportunities.

MAJOR DUTIES

Serves as student trainee at the intermediate level phase which is designed to facilitate transition to and development in the \_\_\_\_\_ Career Program. Engages in a prescribed agenda of on-the-job training as set forth in the written training agreement. Training is given to provide a bridge from academic theory to the more specialized analytical and judgmental aspects of the occupational specialization in a productive work environment. Assignments provide developmental experience and progressively increasing practical understanding of basic principles, concepts, regulations, and work processes fundamental to the occupational career. Work assignments range from orientation, introduction, initial exposure and familiarization to performance of less complex technical tasks requiring an understanding and application of the principles, procedures and work techniques pertinent to the occupational career. Performs other duties as assigned.

SUPERVISORY CONTROLS

Works under the close supervision of a supervisor or experienced specialist who provides specific instructions on assignment and desired results. Supervisor or specialist is readily available to provide advice and assistance concerning work to be performed. Work is given detailed review in progress and upon completion to ensure and assess progress and to evaluate attainment of training objectives and readiness for assignments of a progressively more responsible and specialized nature.

OTHER SIGNIFICANT FACTORS

This position description will be based only for those career fields having an OPM positive education requirement of a professional baccalaureate degree. The following titles and series are appropriate:

Student Trainee (Computer Scientist) GS-1599-04  
Student Trainee (Engineering) GS-899-04  
Student Trainee (Physics) GS-1399-04  
Student Trainee (Medical and Health) GS-0699-04

SEP 5 1989

Student Trainee ( ) GS-\_\_\_\_\_-05

FUNCTION

Serves as Student Trainee ( ) GS-\_\_\_\_\_-05 while completing the requirements for a baccalaureate degree. Provides relevancy to academic studies through related work experience, exposure to the work environment, and demonstration of Federal Career opportunities.

MAJOR DUTIES

Serves as student trainee at the senior level phase which is designed to facilitate transition to and development in the \_\_\_\_\_ (title and series) Career Program. Engages in a prescribed agenda of on-the-job training and self-development activities as set forth in a written agreement. Training is given to provide a bridge from academic theory to the more specialized analytical and judgmental aspects of the occupational specialization in a productive work environment. Assignments provide developmental experience and progressively increasing practical understanding of basic principles, concepts, regulations, and work processes fundamental to the occupational career. Work assignments range from orientation, introduction, initial exposure, and familiarization to performance of complex technical tasks requiring the application of principles, procedures and work techniques pertinent to the occupational career.

SUPERVISORY CONTROLS

Works under the close supervision of a supervisor or experienced specialist who provides specific instructions on assignment and desired results. Supervisor or specialist is readily available to provide advice and assistance concerning work to be performed. Work is given detailed review in progress and upon completion to ensure and assess progress and to evaluate attainment of training objectives and readiness for assignments of a progressively more responsible and specialized nature.

OTHER SIGNIFICANT FACTORS

This position description will be based only for those career fields having an OPM positive education requirement of a professional baccalaureate degree. The following titles and series are appropriate:

Student Trainee (Computer Scientist) GS-1599-05  
Student Trainee (Engineering) GS-899-05  
Student Trainee (Physics) GS-1399-05  
Student Trainee (Medical and Health) GS-0699-05

Enclosure (1)

Billing Instructions for Schools

Dear \_\_\_\_\_ :

The purpose of this letter is to notify you that a student at \_\_\_\_\_  
\_\_\_\_\_ has been accepted into the  
Navy Centralized Cooperative Education Program.

This program is designed to provide the student with financial  
assistance in exchange for an obligation to work at the (Activity) \_\_\_\_\_  
\_\_\_\_\_ after graduation.

Specifically, the program will cover 100% of the student's tuition  
(minus any grants or scholarships already applied to the student's  
account), \$250 a semester for books (excluding supplies), or \$190 a  
quarter for books (excluding supplies). Students may obtain this  
support for a maximum of eight academic semesters/12 quarters.

Enclosed you will find the Request, Authorization Agreement,  
Certification of Training and Reimbursement (DD Form 1556) which  
serves as the billing document. To obtain payment, you may invoice  
the (activity name) \_\_\_\_\_ using the Standard  
Document Number located in the upper right-hand corner of the form.  
Charges may not exceed the amount shown on each form, but will more  
likely be less than that shown, since grants, scholarships, etc. will  
reduce the amount owed by the student. Please invoice the (activity  
name) \_\_\_\_\_ after all scholarships, grants, etc. have  
been applied to the student's account.

If additional information is required, please do not hesitate to  
contact this office at (activity telephone number).

Sincerely,

Encl:  
(1) DD Form 1556

Enclosure (1)

SEP 5 1989

REQUEST, AUTHORIZATION, AGREEMENT,  
CERTIFICATION OF TRAINING  
AND REIMBURSEMENTA. Agency code, agency  
subelement and  
submitting office number  
(see 12308.2)

B. Standard document number

Organizational Identifier FY Doc type code Serial Number

C. Request Status or Process Code (X use block)

Initial Resubmission Correction Cancellation

## Section A — TRAINEE INFORMATION

1. Applicant's name (Last-First-Middle-Initial) Indicate preferred title (example: Miss, Mrs., Mr., Ms., LTC, etc.)	03	2. Social Security Number	04	3a. Organization Unit Identification Code (UIC)	05	3b. Date of birth Year Month
4. Home address (Optional - to notify in case of emergency)		5. Home telephone (Optional) Area code Number		6. Position level/Supervisor position code (X only one)		
				Non-supervisory		Manager
				Supervisory		Executive
				Other (Specify)		
7. Organization mailing address (Branch, Division/Office/Bureau/Agency/Service/Command)		8. Office telephone Area code/AUTOVON Number/Ext		9. Continuous federal service Years Months		10. Number of prior non-government training days
11. Position title/function		12. Pay plan/series/grade/step Rank/MOS/AFSC or Navy Designator		13. Type of appointment		14. Education level

## Section B — TRAINING COURSE DATA

15a. Name and mailing address of recommended training source, school or facility	b. Location of training site (If same, mark box) (If not required, use for remarks)	
16a. Training Type Subject Area Identifier	b. Course title or training services	c. Dispute code
17a. Catalog/Course No	18. Training period (6 digits) Year Month Day	19. Continuation per person (4 digits)
b. Offering	a. Start	a. During duty
	b. Complete	b. Non-duty
		c. TOTAL
20. PART I (See instructions)	d. Training credits	e. Priority
a. Training Facility/Vendor Unit Identification Code (UIC)	b. Security Clearance	f. Training level
c. Accreditation	Continuing education units	g. Method of training
	Other (telegraph, etc.)	h. Training program
		i. Reason for select
		j. Method of eval

## Section C — COSTS AND BILLING INFORMATION

Training does not involve expenditures of funds other than salary, pay, or compensation

21. Direct costs and appropriation/fund chargeable (Costs incurred and billed are not to exceed amount in 21a)							
a. Total direct authorized	12	dollars	cents	b. Tuition cost per person	dollars	cents	c. Books, material or other costs per person
							d. Funding source
e. Accounting classification for direct costs							f. Signature of fiscal officer (follow local procedure)
22. Job order number (Optional)				23. Labor costs (Optional)		24. Total of direct and indirect costs (Optional)	
25. Indirect costs (For information purposes only)							
a. Total indirect costs	13	dollars	cents	b. Travel cost per person	dollars	cents	c. Per diem/other costs per person
							d. Travel order number

## Section D — APPROVAL/CONCURRENCE

## Section E — APPROVAL/CONCURRENCE

26. I certify this training is job related. Supervisor (Name and title/code)	Area code/Number/Extension	29. Authorizing official (Name and title/code)	Area code/Number/Extension
Signature	Date	Signature	Approved Date
			Disapproved
27. Does nominee meet prerequisites?	Yes No	Section F — CERTIFICATION OF TRAINING COMPLETION	
I CERTIFY that this training meets regulatory requirements Training Officer (Name and title/code)		30. If course not completed, return this form with an explanatory memo	a. Actual completion date
Area code/AUTOVON Number/Ext		School official/Trainee (Signature/code)	b. Grade
Signature		Date	
28a. Station Symbol		31. I certify that this account is correct and proper for payment in the amount of	
SF-1080		Certifying official (Name and title/code)	\$
b. Billing instructions (Identify discount terms % days) Furnish original invoice and 3 copies to		Signature	Date
		DSSN number	Check number
		Voucher number	
		32. School official (Name and title)	Acceptance approval
		Signature	Yes Nominee accepted
		Date	No Not accepted

TRAINING FACILITY Invoice should be sent to office indicated in item 28b. Please refer to Standard document number given in item 8 at top of page to assure prompt payment

Copy 1 AGENCY (TRAINING PERSONNEL FOLDER)

EDITION OF 1 AUG 77 MAY BE USED UNTIL EXHAUSTED

LOD overprint of  
Standard Form 182DD Form 1556  
1 JUN 78  
Enclosure (1)

REQUEST, AUTHORIZATION, AGREEMENT, CERTIFICATION OF TRAINING AND REIMBURSEMENT				A Agency code agency subelement and submitting office number (in 60 name)		01 B Standard document number	
				Organizational identifier (FY)		Dnc type code (Serial number)	
				C Request Status or Process Code (X over blank)		02	
				Initial		Revised/Amendment	
				Correction		Cancellation	
Section A — TRAINEE INFORMATION							
1 Applicant's name (Last-First-Middle Initial) Indicate preferred title (example: Miss, Mrs., Mr., Ms., J. T. etc.) DOE, JOHN H.				03 2 Social Security Number 100-20-3000		04 3a Organization to identification Code (UIC)	
						b Date of birth Year Month 66 12	
4 Home address (Optional - to notify in case of emergency) USE THIS BLOCK FOR: OBJECTIVE: (State work-relatedness of training. Also attach copy of brochure) CENTRALIZED COOPERATIVE EDUCATION				5 Home telephone (Optional) Area code Number		6 Position level Supervisor position code (X only once) N/A Supervisory Executive	
7 Organization mailing address (Branch - Division/Office/Harmon/Agency/Service/Command) Commander (Code 032) Naval Air Development Center Warminster, PA 18974-5000				8 Office telephone: Area code-AUTOVON Number-Ext (215) 441- AV 441-		9 Continuous federal service Years Months	
10 Number of prior non-government training days				11 Pay plan/series/grade/step Rank/MOS/AFSC or Navy Designator GS 0899 104 101		12 Type of appointment	
13 Education level				14			
15 Position title/function Student Trainee (EE)							
Section B — TRAINING COURSE DATA							
16a Name and mailing address of recommended training source, school or facility University/College ATTN: Third Party Billing				b Location of training site (If name, mark here.) (If not required, use for remarks) Phila. PA			
16b Training Type/ Subject Area Identifier				c Course title or training services include course number for college courses Centralized Cooperative Education Program			
17a Catalog/Course No				18 Training period (in digits) Year Month Day 86 08 01			
b Offering				19 Course hours per person (4 digits) a During duty b Non-duty c TOTAL 3000 3000			
20 PART II (See instructions)				21 PART I — training codes (See instructions)			
a Training facility (Name) Unit identification Code (UIC)				b Purpose c Source d Special interest e Training program f Reason for selection g Method of training h Method of payment			
22 Job order number (Optional)				23 Labor costs (Optional) \$			
24 Total of direct and indirect costs (Optional) \$							
25 Indirect costs (For information purposes only) a Total indirect costs b Travel cost per person c Per diem/other costs per person d Travel order number							
26 I certify this training is job related Supervisor (Name and title/number) Signature Date				27 Authorizing official (Name and title/number) Code 032 DAVID SMITH TRNG DIR (215) 441-3076 Signature Approved Date Disapproved			
28a Station Symbol SF-1080				29 I certify that this training meets regulatory requirements Training Officer (Name and title/number) Directorate Authorizing Off. Signature Date			
b Billing instructions (Identify document terms Furnish original invoice and 3 copies to Commander (Code 0211) Naval Air Development Center Warminster, PA 18974-5000				30 If course not completed, return this form with an explanatory memo School official (Name and title/number) Signature Date DSSN number Check number Voucher number			
31 I certify that this account is correct and proper for payment in the amount of \$ Certifying official (Name and title/number) Signature Date				32 School official (Name and title/number) Signature Date Acceptance approval Yes No Yes No			

PRIVACY ACT STATEMENT

General—This information is provided pursuant to Public Law 93-579 Privacy Act of 1974, December 31, 1974 for individuals completing Federal nomination for training forms.

Authority—The Government Employees Training Act of 1958 (U.S. Code, Title 5, sections 4101 to 4118).

Purpose and Use—The information on this form is used in the administration of the Federal Training Program. The purpose of this form is to document the nomination of trainees and completion of training, and it serves as the principal repository of personal, local and administrative information about trainees and the programs in which they participate. The form becomes a part of the permanent employment record of participants in training programs and is included in the Government's Central Personnel Data File.

Effects of Nondisclosure—Personal information provided on this form is given on a voluntary basis. Failure to provide this information, however, may result in ineligibility for participation in training programs.

Information Regarding Disclosure of Your Social Security Number Under Public Law 93-579, Section 7(b)—Disclosure by you of your Social Security Number (SSN) is mandatory to obtain the training you are seeking. Solicitation of the SSN by the United States Civil Service Commission is authorized under provisions of Executive Order 9397 dated November 22, 1943. The SSN is used as an identifier to match the person completing the training with the current master record in the Central Personnel Data File (CPDF). It will be used primarily to give you recognition for completing the training and to accumulate government-wide training statistical information. The information gathered through the use of the number will be used only as necessary in training administration processes carried out in accordance with established regulations. The SSN also will be used for the selection of persons to be included in statistical studies of training management matters. The use of the SSN is made necessary because of the large number of present Federal employees who have identical names and birth dates, and whose identities can only be distinguished by the SSN.

Employee's Signature

Date

33 NOTE: This agreement must be signed by the nominee for all non-government training that exceeds 80 hours (or such other designated period, 80 hours or less, as prescribed by the agency) and for which the Government approves payment of training costs prior to the commencement of such training. Nothing contained in Section G below shall be construed as limiting the authority of an agency to waive, in whole or in part, an obligation of an employee to pay expenses incurred by the Government in connection with the training.

Section G—EMPLOYEE'S AGREEMENT TO CONTINUE IN SERVICE (Employee's Copy)

- 1 I AGREE that, upon completion of the Government sponsored training described in this request, if I receive salary covering the training period, I will serve in the agency three times the length of the training period. If I receive no salary during the training period, I agree to serve the agency for a period equal to the length of training, but in no case less than one month. (The length of part-time training is the number of hours spent in class with the instructor. The length of full-time training is eight hours for each day of training, up to a maximum of 40 hours a week.) NOTE: For the purposes of this agreement, the term "agency" refers to the employing organization (such as an Executive Department or independent establishment), not to a segment of such an organization.
- 2 If I voluntarily leave the agency before completing the period of service agreed to in item 1 above, I AGREE to reimburse the agency for the tuition and related fees, travel and other special expenses (EXCLUDING SALARY) paid in connection with my training. These amounts are reflected in items 21 and 25.
- 3 I FURTHER AGREE that, if I voluntarily leave the agency to enter the service of another Federal agency or other organization in any branch of the Government before completing the period of service agreed to in item 1 above, I will give my organization written notice of at least ten work days, during which time a determination concerning reimbursement will be made. If I fail to give this advance notice, I AGREE to pay the amount of additional expenses (5 U.S.C. 4109a)(2) incurred by the Government in this training.
- 4 I understand that any amounts which may be due the agency as a result of any failure on my part to meet the terms of this agreement may be withheld from any monies owed me by the Government, or may be recovered by such other methods as are approved by law.
- 5 I FURTHER AGREE to obtain approval from my organization training officer and that person responsible for authorizing non-government training requests of any proposed change in my approved training program involving course and schedule changes, withdrawals or incompletions, and increased costs.
- 6 I acknowledge that this agreement does not in any way commit the Government to continue my employment. I understand that, if there is a transfer of my service obligation to another Federal agency or other organization in any branch of the Government, the agreements in items 1, 2, and 3 of this section will remain in effect until I have completed my obligated service with that other agency or organization.

Period of obligated service

(For non-government training only)

Employee's Signature

Date

34 I am not receiving any contributions, awards, or payments in connection with this training from any other government agency or non-government organization and shall not accept such without first obtaining approval from the authorizing training official.

Employee's Signature

Date

35 In order to protect the interest of the Department of Defense, an individual who fails to complete a training course or does not receive a satisfactory grade or performance with the standards of the institution attended will be required to reimburse the government for the costs of that training.

Employee's Signature

Date

TRAINING ASSIGNMENT AGREEMENT  
(ACTIVITY) COOPERATIVE EDUCATION PROGRAM

It is understood that I am required to reimburse the Department of Defense for all certified expenditures not fulfilled by service to said agency.

I understand that any amounts which may be due the (activity) as a result of any failure on my part to meet the terms of this agreement may be withheld from any monies owed me by the said activity or may be recovered by such methods as are provided by law.

I further understand and agree that if I accept TUITION support, I will commit myself to work a minimum of one (1) YEAR with the Department of Defense upon graduation.

I understand that this agreement OVERRIDES and NULLIFIES any Co-op agreements or contracts signed or entered into prior to this.

I also understand that as a legal minor the concurrence and consent of a parent or guardian is required.

---

RECIPIENT'S SIGNATURE

PARENT OR GUARDIAN'S SIGNATURE

---

DATE

DATE

Copy to:  
Student  
Parent/Guradian  
OPF  
Co-op file

SEP 5 1989

## STUDENT PAYMENT RECORD

NAME: \_\_\_\_\_

MAJOR: \_\_\_\_\_

PAYMENTS MADE:

SEMESTER/YEAR	TUITION	BOOKS	FEEs	TOTAL
1. _____	TUITION	BOOKS	FEEs	TOTAL
2. _____	TUITION	BOOKS	FEEs	TOTAL
3. _____	TUITION	BOOKS	FEEs	TOTAL
4. _____	TUITION	BOOKS	FEEs	TOTAL
5. _____	TUITION	BOOKS	FEEs	TOTAL
6. _____	TUITION	BOOKS	FEEs	TOTAL
7. _____	TUITION	BOOKS	FEEs	TOTAL
8. _____	TUITION	BOOKS	FEEs	TOTAL

UNIVERSITY \_\_\_\_\_

LOCATION \_\_\_\_\_



COOPERATIVE EDUCATION TUITION COLLECTION PROCEDURE

I. PURPOSE

To collect tuition repayment from persons who accepted tuition assistance as part of the cooperative education program and will not fulfill their employment obligation, as a result of:

- \* Resignation from the cooperative education program prior to graduation, or
- \* Not accepting an employment offer with a Department of Defense activity upon graduation, or
- \* Resignation prior to the fulfillment of their employment obligation.

II. AUTHORITIES

FPM 308, Subchapter 2  
FPM Supplement 831-1, Subchapter S19  
NAVMCOMPT Manual Vol 3, Chapter 3 and 4

III. PROCEDURES

A. Civilian Personnel Office

1. At the time of entrance into either the Subsidized Student Trainee Program of the Centralized Cooperative Education Program, the student will be provided with specific information on liability for repayment of funds accepted through either program. The student's signature will be obtained on the SF-1556 Training Assignment Agreement. If the student is a legal minor, the signature of a parent or guardian will also be obtained.

2. At the time of graduation, employees who accepted tuition support and accept employment with the (Activity name) \_\_\_\_\_ after their graduation will have the following remark placed on their SF-50: "Employee is obligated to work for the Department of Defense for \_\_\_\_\_ weeks from the effective date of this action to satisfy the requirement of his/her Cooperative Education Program."

3. If an obligated employee resigns, the following will occur, unless a formal waiver of employment obligation has been granted by the Commander, \_\_\_\_\_:

Enclosure (1)

a. The following statement will be placed on the employee's Resignation/Termination SF-50: "Employee is indebted to the US Government for tuition assistance in the amount of \$\_\_\_\_\_."

b. A letter informing the employee of the obligation, the amount of the indebtedness, the amount of unused annual leave and retirement fund monies that can be applied to the indebtedness, and a payment schedule will be sent to the employee as soon as possible after the notification of resignation (Attachment 1).

c. If no response is received within 15 days, a second letter including the above cited information will be forwarded to the employee. If no response is received within 15 days from the date of the second letter, a third indebtedness letter will be forwarded. All letters will be sent by certified mail. If again no response is received within 15 days of the date of the third letter, copies of the three letters, a copy of the Training Assignment Agreement and the SF-50 will be given to Payroll.

d. If the repayment agreement is signed and returned, copies of all pertinent letters, the Training Assignment Agreement, the Application for Refund of Retirement Deductions, and the SF-50 will be given to Payroll, \_\_\_\_\_. A copy of the agreement will be retained in \_\_\_\_\_.

B. Comptroller Department

1. Payroll

a. Provide a calculation of unused annual leave and the amount in the retirement fund at the requires of the Code 03.

b. Upon the receipt of documentation from Code 03, Code 0123 will:

1. Withhold payment for unused annual leave and transfer proceeds to the appropriate fund.

2. For persons authorizing recovery from the retirement fund, prepare Request for Recovery of Debt Due the U.S. (OPM Form 1552) and, the Individual Retirement Record: the SF-2806 (for CSRS employees) of the SF-3100 (For FERS employees). Code 0123 will put a notation in Column 8 (Remarks) under Fiscal Record on the appropriate Individual Retirement Record form. The Agreement, the SF-2805, OPM Form 1552, the Individual Retirement Record, and the Application for Refund of Retirement Deductions will be submitted to OPM immediately upon notification from Code 03.

Enclosure (1)

SEP 5 1989

3. File copies of the necessary documentation in the person's payroll folder and forward all pertinent letters, the Training Assignment Agreement and a copy of the SF-50 to Code 0211.

2. Accounting Office

a. For employees who have not responded to our requests for repayment:

1. Document the employee's name, address, amount owed, annual leave balance, the retirement fund available, and the date the documentation will be forwarded to the Navy Finance Center.

2. Forward all documentation along with a cover letter citing the appropriation number 17x4912.3782 to the following address:

Navy Finance Center (Code 1032)  
1240 E. 9th St.  
Cleveland, OH 44199  
ATTN: Mrs. N. Edwards  
Phone: AV 580-5782/(216)522-6482

b. For students who return the repayment agreement and indicate that they will be reimbursing the government, Code 0211 will:

1. Establish a file to document and record payments.

2. Track receipt of payments/late payments.

3. Forward reminder letter to persons whose payment is not received within 15 days of the due date.

4. If payment is not received within 30 days of the late notice, forward copies of all documentation to the Navy Finance Center, along with a cover letter which cites the appropriation number and which documents the amount of funds recovered. A copy of the cover letter should be forwarded to Code 0123 and 033 for retention in the employee's folder.

Enclosure (1)

OPNAVINST 12308.2

SEP 5 1989

Collection Letter - Sample 1

XXX  
XXXXX  
XXXXXX XX XXXXX

Dear XXXXXXXXXXXXXXX:

You have informed us that you will not be accepting our offer of employment as a \_\_\_\_\_. GS-\_\_\_\_\_ at an annual salary of \$\_\_\_\_\_.

Tuition assistance which the \_\_\_\_\_ paid on your behalf under the Centralized Cooperative Education Program amounts to \$\_\_\_\_\_.

<u>Date</u>	<u>Tuition</u>	<u>Books</u>	<u>Total</u>
<u>(semester year)</u>	\$_____	\$_____	\$_____
_____	\$_____	\$_____	\$_____
_____	\$_____	\$_____	\$_____
Total	\$_____	\$_____	\$_____

By accepting this tuition assistance from the government, you incurred an obligation which required you to work for a minimum of 52 weeks following graduation for the Department of Defense. Since you have declined our offer, you are required to make reimbursement.

Your salary and unused annual leave in the amount of \$\_\_\_\_\_ has been attached to help defray this debt. Enclosed is an authorization which allows us to utilize your retirement fund proceeds to further satisfy this obligation and a form to obtain these retirement funds. Please sign and return both to me, immediately. Your retirement fund totals \$\_\_\_\_\_, which leaves an unpaid balance of \$\_\_\_\_\_ starting with the first twelve equal payments of \$\_\_\_\_\_ starting with the first of the month after you receive this letter. Make checks payable to the U. S. Treasury. The address to which you are to make these payments is :

Comptroller Department  
Activity Address

OPNAVINST 12308.2

SEP 5 1989

If we do not hear from you within 15 calendar days, we will take the necessary steps to begin further collection procedures. If you have questions, please contact me at \_\_\_\_\_ between the hours of \_\_\_\_\_ and \_\_\_\_\_.

Sincerely,

sample

OPNAVINST 12308.2

SEP 5 1989

Collection Letter - Sample 2

Dear:

We have received confirmation that you are resigning from the Centralized Cooperative Education Program. To simplify this action, we are enclosing a Standard Form 52, Request for Personnel Action. Please indicate the reason for resignation, sign, and date.

Under the Navy's Training Assignment Agreement, it is our responsibility to secure all monies obligated by an individual at the time of resignation. Your present indebtedness due to your participation in the Centralized Cooperative Education Program is \$\_\_\_\_\_. You are required to pay this indebtedness.

Your annual leave and your retirement fund may be used as payment towards your indebtedness. We are enclosing an agreement for this purpose. Please sign the agreement and Standard Form 2802, Application for Refund of Retirement Deductions, and forward them to \_\_\_\_\_.

For further information about repayment options, please call \_\_\_\_\_ at \_\_\_\_\_.

Sincerely,

Encl:

- (1) Standard Form 52, Request for Personnel Action
- (2) Agreement
- (3) SF 2802, Application for Refund of Retirement Deductions

Copy to:

Collection Authorization - Sample 1

I \_\_\_\_\_, authorize withholding monies owed me from my Federal retirement fund to satisfy my obligation to the U. S. Government for tuition assistance provided under the Cooperative Education Program. My obligation totals \$\_\_\_\_\_. If the retirement fund proceeds do not satisfy the obligation, I agree to pay the remaining balance of my obligation in twelve equal monthly payments starting with the first of next month to the \_\_\_\_\_, and continuing each month until the total obligation is paid in full.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Sample

SEP 5 1989

Collection Authorization - Sample 2

AGREEMENT

I hereby authorize the use of funds due me from my annual leave and my retirement fund to repay indebtedness incurred by me due to participation in the Centralized Cooperative Education Program as follows:

TOTAL INDEBTEDNESS \$

Annual Leave  
Attachment of Retirement Fund

BALANCE DUE \$

I agree to reimburse the United States Government the balance in the amount of \$\_\_\_\_\_ in consideration of the fact that payment will release me from \_\_\_\_\_ months of obligated employment contracted by my participation in the Centralized Cooperative Education Program. Checks should be made payable to the Treasurer of the United States. Payment schedule is as follows.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

Checks should be sent to:

Signed copy to:  
Comptroller



SEP 5 1989

Collection Authorization - Sample 3AGREEMENT

I hereby authorize the use of funds due me from my annual leave and my retirement fund to repay indebtedness due to participation in the Centralized Cooperative Education Program as follows:

TOTAL INDEBTEDNESS	\$3123.91
Annual Leave	52.84
Attachment of Retirement Fund	1305.32
BALANCE DUE	\$1765.75

I agree to reimburse the United States Government the balance in the amount of \$1765.75 in consideration of the fact that the PA has released me from 14 months of obligated employment contracted as participant in the Centralized Cooperative Education Program. Checks should be made payable to the Treasurer of the United States. Payment schedule is as follows:

Jul 86	\$147.14	Jan 87	\$147.14
Aug 86	\$147.14	Feb 87	\$147.14
Sep 86	\$147.14	Mar 87	\$147.14
Oct 86	\$147.14	Apr 87	\$147.14
Nov 86	\$147.14	May 87	\$147.14
Dec 86	\$147.14	Jun 87	\$147.21

---

 Signature

---

 Date

Checks should be sent to Commander,

Signed Copy to:

Enclosure (1)

OPNAVINST 12308.2

SEP 5 1989

OPF 'FLAG'

THIS EMPLOYEE IS OBLIGATED TO WORK FOR THE DEPARTMENT OF DEFENSE FOR 52 WEEKS FROM \_\_\_\_\_ TO \_\_\_\_\_ UNDER THE CONDITIONS OF THE COOPERATIVE EDUCATION PROGRAM. IF EMPLOYMENT IS TERMINATED PRIOR TO \_\_\_\_\_, PLEASE NOTIFY ACTIVITY COORDINATOR, ADDRESS AND PHONE NUMBER TUITION REPAYMENT SHOULD BE DIRECTED TO ACTIVITY ADDRESS

(THIS FORM SHOULD BE COPIED ON HIGHLY VISIBLE PAPER AND PROMINENTLY PLACED IN THE OPF).

sample

MODEL COOPERATIVE EDUCATION PROGRAM

WORKING AGREEMENT

INTRODUCTION

The following model agreement serves as a guide for Federal agencies, educational institutions and students in their participation in the Federal Cooperative Education (Co-op) Program. Its framework provides a basis for mutual understanding and respective responsibilities in the Co-op program and relies on a cooperative relationship among agencies, schools, and students. The agreement is for optional use by agencies and schools and is in context with Executive Order 12015, 5 CFR 213.3202, and the Federal Personnel Manual, Chapter 308, Subchapter 2, Cooperative Education Program. All provisions of regulations and guidance are not repeated in this agreement, but apply as well.

Alternative written agreements may be designed by agencies and educational institutions to meet their own needs. Only one agreement is necessary between an agency and school with a copy given to all respective participants, including students. Agreements should remain in effect for the entire Co-op relationship, unless major revisions are made to the work/study requirements. Agreements may be amended, modified, superseded or terminated by any of the parties involved.

Attachment

# COOPERATIVE EDUCATION PROGRAM WORKING AGREEMENT

between

(Federal Agency)

(Educational Institution)

This agreement is the basis for developing mutual understanding and respective responsibilities between a Federal agency and qualifying educational institution in the employment of Cooperative Education students. The Co-op program is a planned, progressive educational program that provides for the integration of a student's academic studies and Federal work experience with the potential of noncompetitive conversion into the Federal career service. It is consistent with guidance contained in Federal Personnel Manual 308, Subchapter 2, Cooperative Education Program, and the agency's policy. The reverse side of this agreement describes general responsibilities of Federal Co-op program participants.

## A. Student Eligibility

A prospective Co-op Student must:

1. Be at least 16 years old;
2. Be a U.S. citizen or national (permanent resident, in absence of qualified citizen);
3. Meet the agency's policy on nepotism;
4. Meet security or fitness requirements;
5. Other: \_\_\_\_\_

## B. Selection

An agency may appoint students who:

1. Are enrolled in and recommended by the school's Co-op program;
2. Are in good academic standing;
3. Meet qualification standards of the position;
4. Other: \_\_\_\_\_

A Co-op Student is appointed on a schedule of 213.3202 appointment which may not extend beyond 120 calendar days after satisfactory completion of educational and study-related work requirements.

## C. Pay and Benefits Information

1. Students are paid in accordance with established pay schedules.
2. Benefits for which students may be eligible include:
  - Retirement
  - Life and Health Insurance
  - Vacation, Sick, and Holiday Leave
  - Tuition Assistance
  - Travel and Transportation Payment
3. Other: \_\_\_\_\_

## D. Work Schedules

1. Each work experience must be planned consistent with the student's academic studies or career goals and be designed to meet the minimum study-related work hours required for conversion.

Full consideration will be given to all qualified applicants without regard to race, color, creed, religion, national origin, sex, age, disability, or political or personal favoritism.

For Educational Institution:

\_\_\_\_\_  
Signature  
\_\_\_\_\_  
Title  
\_\_\_\_\_  
Date

## 2. Schedules may be:

- Full-time or Alternating ☐
- Part-time or Parallel ☐
- Combination of Both ☐

3. Part-time students must work a minimum of about 16 hours per week with at least a 1/2 time academic course load;
  4. Alternating students are required to have two work experiences.
  5. Work schedules may not be confined to summer or vacation periods exclusively, unless covered under exceptions in FPM-308(S2).
  6. Students may work up to 2600 work hours in a 2-year period.
- Other: \_\_\_\_\_

## E. Performance Appraisal

1. Performance appraisals are required for Co-op students consistent with the agency's appraisal system. Results should be shared with schools.
2. If a student's performance falls below Fully Successful, he/she may be given an opportunity to improve or will be separated from the program.
3. Other: \_\_\_\_\_

## F. Employment After Completion of Co-op Program Requirements

1. Within 120 calendar days after completing educational requirements, the employing agency may noncompetitively promote and convert a student to a career or career-conditional appointment;
2. Students must have satisfactorily completed study-related work hour requirements of the Federal Co-op program—that is 1040 work hours for baccalaureate and associate degree students and 640 work hours for all other Co-op students;
3. Students must meet citizenship and employment of relatives requirements by the date of conversion;
4. Trainees disqualified from continuing in the Co-op program or not converted must be terminated;

For Federal Agency:

\_\_\_\_\_  
Signature  
\_\_\_\_\_  
Title  
\_\_\_\_\_  
Date

SEP 5 1989

RESPONSIBILITIES IN FEDERAL CO-OPThe Federal Agency Role

1. Designate a staff member to maintain liaison with the qualifying educational institution;
2. Inform school of work experience opportunities and provide adequate job descriptions promptly;
3. Establish work schedules consistent with the school's academic calendar that enable students to complete the Co-op program;
4. Orient the student to agency's mission, policies and procedures;
5. Select appointees referred by schools in accordance with EEO principles;
6. Process all personnel actions and keep necessary records related to student employment;
7. Provide quality work assignments related to the student's academic studies or career goals where they can learn and be productive. Provide progressive and diversified Co-op experiences to prepare students for occupations in which they have an interest;
8. Conduct appraisal and counsel students regarding their performance, complete necessary forms, and share progress reports with schools;
9. Notify schools of any change in a Co-op student's status.

The School's Role

1. Designate a representative to work with the Federal Agency Co-op Program Manager;
2. Inform eligible students of Federal Cooperative Education opportunities, identifying potential employers;
3. Refer interested and qualified candidates to agencies without discrimination, including veterans discharged under honorable conditions;
4. Correlate work and study in a manner that will expand the student's educational development;
5. Furnish the agency with requested information related to student's field of study and academic standing;
6. Monitor academic progress;
7. Inform the Federal agency of any change in a Co-op student's status, including reports on a student's progress and performance.

The Student's Role

1. To adhere to the agency's work schedule and Co-op policies and procedures;
2. Assume personal and professional responsibilities for actions and activities;
3. Use a courteous, enthusiastic, and professional approach to policies and procedures within the occupation and organization;
4. To meet academic, performance and conduct standards set forth by the school and Federal agency;
5. Provide the agency and school Co-op coordinators with periodic progress reports on the quality of work and study assignments;
6. To work effectively with peers and supervisors;
7. To notify the school or Federal agency of changes in your status;
8. If a noncitizen, to meet citizenship requirements prior to eligibility for conversion into the Federal career service.

CHIEF OF NAVAL OPERATIONS  
DEPARTMENT OF THE NAVY  
COOPERATIVE EDUCATION AGREEMENT FOR  
NAVY-WIDE CAREER FIELDS

I. Purpose. This Agreement establishes a basis of mutual understanding between the Naval Medical Command and the University of Guam for the conduct of a Cooperative Education Program under United States Office of Personnel Management (OPM) regulations and Chief of Naval Operations (CNO) instructions and procedures.

II. Definitions. As used herein, "University" denotes the academic institution entering into this agreement. "Department" refers to the participating Navy activity within the operational framework of this program. "Student Trainee" is defined as the cooperative education student in good standing, and "Program" is the CNO Centralized Cooperative Education Program (CCEP).

III. Objectives. This Program is designed to prepare students for professional careers in engineering, the physical sciences, Nursing or math occupations by integrating periods of academic study and work experience. By combining the manifold advantages of a well-rounded education with the experience gained from actual work assignments, this Program should enhance both the quality and quantity of trainees entering these career fields.

IV. Responsibilities. In accordance with the provisions and responsibilities outlined in this Agreement, the University and the Department will work together to ensure that the academic and work experience aspects of the Program are carried out to the mutual satisfaction and benefit of the Student Trainee participants, the University and the Department. As evidence of this:

a. The University agrees to:

(1) inform prospective candidates of Federal cooperative education opportunities;

(2) recruit, identify and recommend students to the Department who meet joint standards for program participation, including all honorably discharged veterans who express an interest in being referred;

(3) provide the Student Trainee with courses related to the career field and assist the student in strengthening the relationship between study and work assignments;

(4) provide the Department with official grade transcripts within 30 days of end of semester/quarter;

(5) provide the Department needed data and information about appointees such as academic records;

(6) inform the Department immediately when a Student Trainee is dropped, or is in danger of being dropped, from the University's program because of either a school or student action;

(7) advise the Department of administrative action(s) affecting the Student Trainee, e.g., probation, change of major, work period schedule problems or changes, etc.;

(8) incorporate copies of Department trainee evaluations into the Student Trainee's school record, with the originals being kept at the Nursing Department; and

(9) provide counseling assistance to the Student Trainee and a point of contact for information exchange and program liaison purposes with the Department.

b. The Department agrees to:

(1) inform the college of work experience opportunities;

(2) consider and select appointees from candidates referred by the University for participation in the Program and advise the University accordingly;

(3) orient the student to the work setting and to the career field to which assigned;

(4) provide the Student Trainee with meaningful and increasingly responsible work assignments correlated to academic work in the major functional areas of career field and guide the Student Trainee in carrying out the assignments;

(5) handle personnel processing related to the employment of the student;

(6) furnish the University with supervisory and Student Trainee evaluation(s) after each work period and keep the University informed concerning student progress and any significant Student Trainee accomplishments or awards;

(7) notify the University of any personnel actions taken which may affect the status or tenure of the Student Trainee, including intent to release;

SEP 5 1989

(8) maintain, as part of the Student Trainee's record, work period evaluations;

(9) provide counseling assistance to the Student Trainee and a point of contact to facilitate information exchange and program liaison with the University's counterpart; and

(10) provide the University with such additional information as may be necessary to assure effective mutual cooperation and successful program operation.

c. The Student Trainee shall be:

(1) required to satisfy both the "quality" academic standards of the University and the work performance standards of the University and the work performance standards of the Department;

(2) responsible for demonstrating a personal interest in professional career, both at work and while in attendance at the University;

(3) required to provide proper reports of a nonconfidential nature of both the University and the Department;

(4) a candidate in good standing for a bachelor's degree;

(5) expected to take courses related to career field;

(6) maintain the status of "student in good standing" at the University; and

(7) if financial assistance is accepted, be required to sign an agreement to continue in service consistent with current Navy regulations under the Government Employees Training Act.

V. Student Trainee Standards of Qualification and Eligibility.  
The prospective Student Trainee must satisfy the following requirements:

a. be a United States citizen at least 16 years of age;

b. be enrolled in or accepted for admission in professional engineering, computer science, physical science, mathematics or nursing curriculums with full-time study scheduled to begin within four months of the date of entry into the Student Trainee position;



SEP 5 1989

- c. be recommended by the educational institution;
- d. must be selected for a Student Trainee position by the Department;
- e. must satisfy any security requirements of the activity to which assigned;
- f. must be physically able to perform work assigned; and
- g. must maintain at least a 2.0 overall scholastic average on a 4.0 scale, or the equivalent, or maintain the grade point average required by the University whichever is higher, must have grade "C" or above in all major fields of study, and must have a record as a student that is predictive of graduation.

VI. Initial Appointment levels. Initial appointment shall be as a Student Trainee, GS-2, GS-3 or GS-4 in the appropriate series. The appointment shall be an Excepted Appointment (conditional) under the Schedule B appointing authority, Reg. 213.3202. The Schedule B appointment may remain in effect no longer than 120 calendar days after completion of educational requirements.

VII. Promotion eligibility. During the Co-op phase of their training program, Student Trainees are eligible to receive promotions. Promotion eligibility is based on completing additional academic credit, satisfactory performance during previous Co-op work assignments, and a supervisory recommendation for promotion.

<u>Promotion to</u>	<u>Requirements</u>
Student Trainee, GS-3	One full academic year study (30 semester hours or 45 quarter hours), including a record of satisfactory employment during a previous assignment as a Student Trainee, GS-2;
Student Trainee, GS-4	Two full academic years of study (60 semester hours or 90 quarter hours), including a record of satisfactory employment during a previous assignment as a Student Trainee, GS-3;
Student Trainee, GS-5	Three-fourths of the total number of periods of study in

college required for the bachelor's degree (completion of 90 semester or 135 quarter credits) and one period of satisfactory employment as a Student Trainee, GS-4;

OR

Two and one-half years of academic study (completion of 75 semester or 113 quarter credits) and six months of satisfactory employment as a Student Trainee, GS-4.

VIII. Work Schedules. At the time of selection, the University and the Department will develop a work study schedule for the Student Trainee consistent with the student's academic studies or career goals and be designed to meet the minimum study related work hours required for conversion. A copy of the Student Trainee Agreement is provided in Appendix A. The CCEP Student Trainee must be enrolled as a full-time student. Work schedules may be full-time or alternating, part-time or parallel or a combination of both. Alternating students are required to have two work experiences. One work period must be within 18 months of the students expected graduation date. Work schedules may not be confined to summer or vacation periods exclusively, unless covered under exceptions in FPM-308(S2). Students may work up to 2600 work hours in a 2-year period. (See Appendix B for work schedule format)

IX. Leave Without Pay Status to Return to College. The Student Trainee on an alternating work schedule will be placed in Leave Without Pay status when not in a work status.

X. Pay, Leave and Benefits

a. Pay. During work periods, the Student Trainee will receive the appropriate grade level salary, i.e., GS-3, GS-4, or GS-5 and overtime pay according to Federal law and administrative action. Federal salaries are reviewed and adjusted periodically.

SEP 5 1989

b. Leave. The Student Trainee will accrue annual and sick leave when in a work status. Unused leave will be carried over to the next work assignment. Students whose work schedule includes Federal holidays will be paid for those days.

c. Benefits. Co-op phase. During the Co-op phase, all Student Trainees will be covered under the Federal Employees Retirement System (FERS). In addition, those whose employment in the Co-op phase of the Program is scheduled to continue for at least one year and who will be in a pay status for at least one-third of the total time required for completion of the program, will be eligible to elect Federal Life Insurance and to participate in health benefits plans.

#### XI. Tuition and Travel Assistance

Financial assistance in accordance with CNO CCEP, as outlined below:

- a. Tuition and matriculation fees  
Library and Laboratory services if required as part of curriculum  
Purchase or rental of books and materials

Students are eligible to receive full support of the above mentioned expenses for eight full academic semesters or 12 quarters during their bachelor degree program.

b. Expenses incident to the students' travel between the duty station and University and return, throughout the program, may be authorized as official travel (TAD).

Payment of travel expenses for initial assignment of the employee at the permanent duty station in a professional status will not be authorized within the terms of this agreement, but may be negotiated on an individual basis with the activity making the offer of permanent employment.

Prior to accepting any financial assistance as outlined under (a.) above, Student Trainees are required to sign a Training Assignment Agreement. A copy of the required agreement is attached as Appendix C.

#### XII. Trial Period and Performance Appraisal

a. The Department requires that the supervisor evaluate a Student Trainee's performance during each work assignment. The Student Trainee will be requested to prepare an evaluation of the work experience. Copies of both evaluations are forwarded to the school. The evaluations are retained as part of the student's

SEP 5 1989

work experience record and are used in determining whether the student will be continued in the Program;

b. Each Student Trainee will be evaluated in terms of demonstrated performance at their current level of development, adjusted on the basis of years of school completed. Prior to the end of each work period, the supervisor will review the student's performance rating on those aspects of performance which the Department determines to be necessary and job related. A copy of the standard evaluation forms used in the Program are attached as Appendices D and E; and

c. The Student Trainee's first work period under the Co-op phase may be considered a screening period, during which strengths and weaknesses are carefully observed and assessed and needed help is given to improve aspects of the student's performance. The evaluation will be discussed with the student, and on the basis of the rating of the student's job performance, interest, suitability and conduct, the supervisor will recommend one of the following:

- (1) Retention and promotion;
- (2) retention without promotion; or
- (3) Separation from the program.

XIII. Retention. For retention in the Program, the Student Trainee will be required to satisfy the academic standards of the University and the attendance, conduct and work performance standards of the Department. A Student Trainee who fails to meet these standards will be advised of areas needing improvement.

If no improvement is shown, after discussion between the University and the Department and notification to the student, separation from the Program will occur. A Student Trainee terminated for any of these reasons cannot be reassigned noncompetitively to another position. Separations will provide no right of appeal.

#### XIV. Permanent Employment Upon Program Completion

a. This program is intended to provide another source of college trained personnel for entry into occupations covered by the program. However, students will enter this program with full knowledge that they can be considered for a position in a different element of the organization or at a geographical location other than the one where they were employed as a Student Trainee;

b. General requirements for conversion to competitive Civil Service status:

(1) The student has successfully completed all the requirements for a bachelor's degree, including any specialized courses required for the professional position for which trained;

(2) The student has completed, in the Department of the Navy, a total of 1040 hours (26 weeks) of study-related work experience in a pay status. Required hours of employment must have been in the same occupational area and must have been related to the student's major field of study;

(3) The student meets citizenship requirements; and

(4) The Department recommends conversion. Conversion shall be accomplished within 120 calendar days following completion of educational requirements. There are no provisions for exceptions to the 120 calendar day conversion period.

c. For consideration at the GS-5 level, the criteria specified above is fully qualifying. For consideration for conversion at the GS-7 level, however, the following additional requirements must be met;

(1) Time-in grade restrictions (i.e., one year at the GS-5 level including LWOP); and

(2) GS-7 qualification requirements for appropriate professional series as specified in the X-118 Handbook.

d. Termination. Trainees disqualified from continuing in the Co-op program or not selected for conversion to a permanent position will be terminated. Such trainees cannot be reassigned noncompetitively to other positions. Separations for these causes shall provide no right of appeal.

XV. Equal Employment Opportunity Statement. Full consideration will be given to all qualified applicants without regard to race, color, religion, sex, age, national origin, lawful political affiliation, physical handicap, marital status, or economic resources.

XVI. The Agreement - Modification, Effective Date, and Termination

a. The University and the Department will consider any amendments proposed by either party to the terms of the Amendment

SEP 5 1989

and, by mutual consent, will amend this Agreement in writing. Since this program is conducted pursuant to regulations and law, changes in either regulations or law necessarily become effective without modification. However, the Department will advise the University of such changes as quickly as possible and, if substantive, they will be incorporated into this Agreement by mutual consent as soon as practical;

b. Under United States regulations, this Agreement is void if there have been no students from the University employed for the previous 12-month period. A new Agreement must be executed before student placement may be resumed; and

c. This Agreement becomes effective upon signature by all parties and shall continue indefinitely unless voided by non use as defined in Section XVI.b. of this Agreement, or by either party upon 30 days written notice with date of termination to coincide with the end of the current academic term.

Name\_\_\_\_\_

Title\_\_\_\_\_

Address\_\_\_\_\_

\_\_\_\_\_  
Date\_\_\_\_\_

Name\_\_\_\_\_

Title\_\_\_\_\_

University\_\_\_\_\_

\_\_\_\_\_  
Date\_\_\_\_\_